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ABSTRACT

The Midwestern States Educational Information Project's "MSEIP Documentation Supplement" is a companion publication to "MSEIP Documentation of Project Development and General System Design; Revised, June 1969." (LI 003275). The supplement starts with an overview of the MSEIP Data Control System which explains many of the techniques used in the system, but only in limited detail. It contains chapters on each subsystem and the header file, complete with general comments, specific comments about certain data items, collection forms, instructions, and file layouts. (Author/MM)

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MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
P.L. 89-10, TITLE V, SECTION 505

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LI 003 276

STATE OF IOWA DEPARTMENT OF PUBLIC INSTRUCTION
DES MOINES, IOWA
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MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
P.L. 89-10, TITLE V, SECTION 505

Administered by

State of Iowa Department of Public Instruction
Paul F. Johnston, Superintendent

James E. Mitchell, Project Director
Grimes Office Building
Des Moines, Iowa 50319

Central Staff

David J. Bassuener, Field Supervisor
Dorene R. Olson, Secretary

PREFACE

"What Is Past Is Prologue"

The Midwestern States Educational Information Project (MSEIP) will terminate officially in 1970 with the completion of fiscal reports. The Project was a combined research effort of state educational agencies (SEA's) to develop an integrated information system. The organizational structure of the Project was significant in that an active working relationship was established between the Federal Government, SEA's, and local school districts.

The MSEIP was funded in 1966 by the U.S. Office of Education under Title V, Section 505, of the Elementary and Secondary Education Act, designed to strengthen state agencies.

The MSEIP Documentation Supplement is basically what the title implies. It was developed to supplement the original handbook. The Supplement starts with an Overview of the MSEIP Data Control System which explains many of the techniques used in the system, but only in limited detail. It contains chapters on each subsystem and the header file, complete with general comments, specific comments about certain data items, collection forms, instructions, and file layouts. The Supplement should be used with the Documentation and not in lieu of it. Although many publications and materials have been disseminated by the Project, the permanent and complete set of needed documentation for an implementing state should include:

- MSEIP Documentation, June 1969
- MSEIP Supplement, July 1970
- MSEIP Program Specifications, Volume I, June 1970
- MSEIP Program Specifications, Volume II, June 1970
- MSEIP User's and Operator's Manual, June 1970
- MSEIP Program Source Statements (magnetic tape), July 1970

I personally believe that the objectives and functions of the Midwestern States Project have been completed. The Project has been extremely useful through its existence. Many of the results of the Project are in use in state educational agencies today. However, no one state has a fully automated integrated information system. This will come into existence as states continue to plan and as resources become available.

The MSEIP has served its purpose. What is needed now is for the state agencies and the people responsible for the management of education, the SEA's and their staffs, to commit themselves to the task before them. The MSEIP Data Control System is not a perfect system, nor has it stood the test of time. However, it will serve as a starting point for implementation and it will lend itself to modifications that are imposed upon it. As other concepts are developed - such as USOE Handbook II and VII, PPBES of the Research Corporation of the Association of School Business Officials, the Belmont Project, and many others, they need to be incorporated into

an integrated information system such as the MSEIP Data Control System. As these concepts are developed and implemented and as SEA's provide the initiative and leadership for information systems in the future, the MSEIP goals and objectives will continue to be achieved.

If the words of Edmund Burke may be borrowed and paraphrased, "The only thing necessary for education systems (MSEIP) to fail is for good men to do nothing." "What is past is prologue" so, good men - step forth!

James E. Mitchell
MSEIP Director
July, 1970

ACKNOWLEDGEMENT

The Midwestern States Educational Information Project (MSEIP) is people. People from all phases and levels of education in this nation. These people were extremely helpful and contributed to the development of the Project. Much appreciation is due members of the many working committees: Policy, Coordinating-Liaison, State Coordinators, Facilities, Finance, Instructional Programs, Personnel, and Pupils. Representatives of the committees and the chief state school officers of the participating state agencies have given most generously of their time, knowledge, and judgements. Besides these people, the Project Director wants to acknowledge the dedicated effort of the Project liaison people in the U.S. Office of Education, Project consultants, the ARIES Corporation whose staff developed the technical system, the state superintendents and their respective staffs in the administrating state (Iowa) and the demonstration state (South Dakota), and his co-workers on the Project Central Staff, past and present.

J. E. M.

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OVERVIEW OF THE MSEIP DATA CONTROL SYSTEM

The purpose of this overview is to provide the various levels of management with an explanation of the operational and functional features of the MSEIP Data Control System. It consists of a general overview of the entire system. It identifies and explains the purpose and the significant details of each important module of the system. This overview is a condensed version of the introduction to the MSEIP Program Specifications of the Data Control System. It is used here to provide general information to those that desire a little knowledge, but have no desire to tackle the two-volume set.

In Section I, the general design of the system, functions performed by the system, cross-references from the records of one file to the records of other files, characteristics of the records of the MSEIP System, hierarchial data structures, and the technique of threaded lists will be discussed.

In the remaining sections, the purpose and the significant details of each of the three modules of the Data Control System are included.

SECTION I. General System Design

The general design of the system is set forth in the MSEIP Documentation. Briefly stated, the MSEIP Data Control System is an integrated educational information system consisting of three control modules: Index/Linkage, Maintenance and Reports. These three modules encompass and integrate the data items of the five commonly recognized educational information areas: personnel, instructional programs, pupil, facilities and finance.

A sixth file, referred to as the Header File, is also integrated into the system. The data items of the Header File are not collected from a recognized educational information area. They are the data items which are selected by a particular implementing state.

Functions Performed by the System

The system will accept the records of a file, edit them, insert into them the linkages by which other records are retrieved, create the system directory and load the records and the directory on a disk subsystem. Subsequent to this initialization, the system will, on command, produce reports described by the user, maintain the files (add a record, delete a record and change a record) and add one or more files to the data bank. The system will respond to commands entered on keypunched cards and to commands issued by installation application programs. Records of the files may be entered by keypunch cards or by card images on magnetic tape.

The system will retrieve any particular record, all records or any subset of records of a file. When more than one record is retrieved, they will be retrieved in logical sequential order. When records are retrieved, one file is designated

as the primary file. As each record of the primary file is retrieved, the system will optionally retrieve records from other files which contain information complementing that of the record of the primary file.

Cross-References Between Files

The general design of the Data Control System as described in the MSEIP Documentation specifies particular cross-references between the records of the files. These cross-references constitute an important aspect of the MSEIP Data Control System.

Each activity assigned an individual is identified in the personnel record of that individual. Detailed information of each such assigned activity is contained in a record of the Instructional Programs File. The individual's personnel record is cross-referenced to each of the required activity records by means of link addresses. In the case being discussed, each link address is the exact location at which a required activity record is stored in the data bank.

Each activity record of the Instructional Programs File is to contain cross-references to: 1) the personnel record of the individual assigned to the activity; and 2) the instructional space record of the Facilities File which describes the space in which the activity is offered.

Each Instructional Space record of the Facilities File is to be cross-referenced to the activity record of each activity conducted in that space.

Characteristics: Records of the MSEIP System

The characteristics of the personnel record of an employee designated as a professional-educator are typical of the records described in the MSEIP Documentation. An abbreviated chart of such a record is shown in the figure below.

Data Items	Description	Size	
1	County-District Code	7	
2	School (organization) Code	3	Professional
3	Social Security Number	9	Record:
	. . .		
27	Accident Record	6	
32	Certificate Held	2	Professional-Educator
	. . .		(Abbreviated)
36	Grades Authorized By Certificate	4	
37	Field/Area/Service Authorized	2	
38	Subjects Authorized	4	
39	Position Title	2	
	. . .		
46	Section Number	2	

The MSEIP Documentation contains the definition, the type and size of each data item of the record. The record may be regarded as three records. The first record contains data items 1 through 27; the second - data items 32 through 38; and the third - data items 39 through 46. The first record contains those data items which appear in the file but once for an individual. The second record contains a set of data items that are repeated for each certificate awarded the individual whose social security number is in field 3 of the first record. The set of data items of the third record are repeated for each activity assigned the same individual.

Hierarchial Data Structures

A hierarchial structure of a file system is the superior-inferior relationship between the many records of a file system. When the file system is originally constructed, a logical relationship is established between records at different levels of the hierarchy.

The superior-inferior relationship between two records may be described by calling the superior record the MASTER and the inferior the DETAIL.

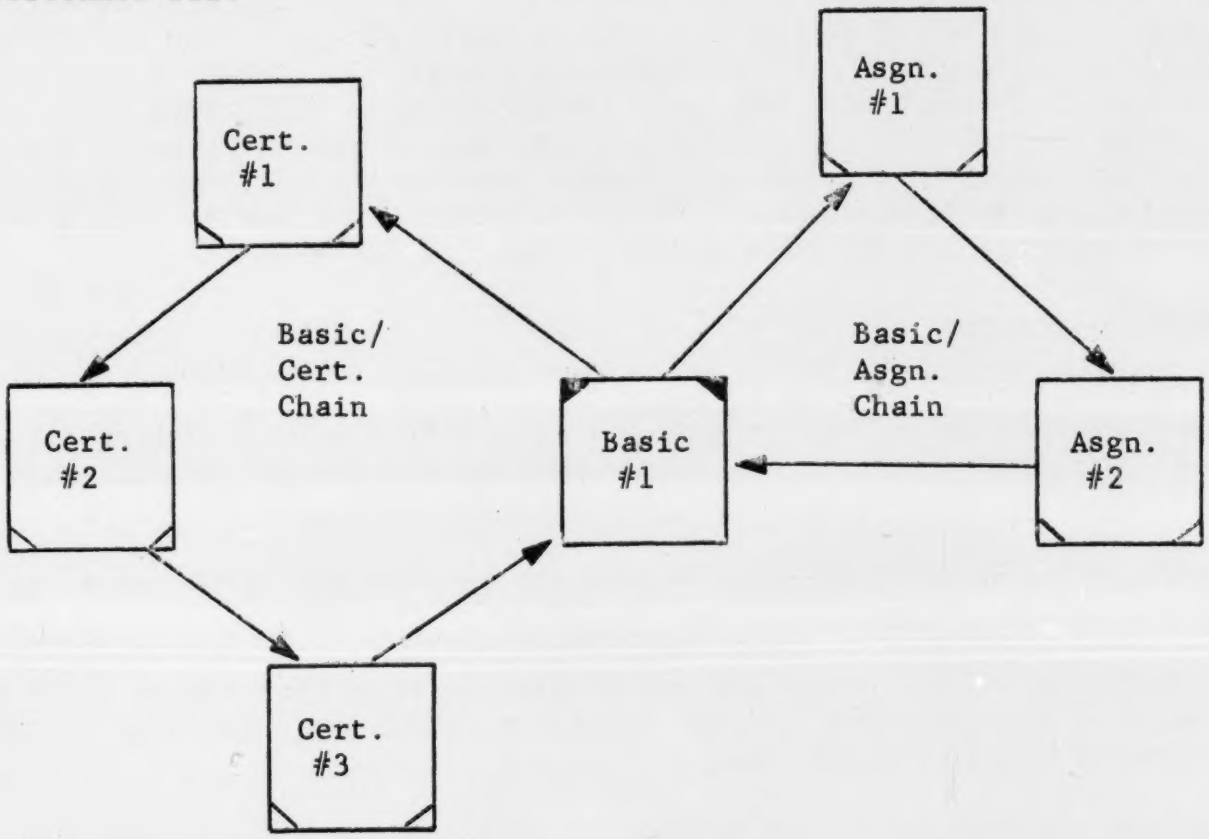
Superior-inferior relationships are established between the records of two contiguous levels of the structure. A detail record, therefore, may also be the master of records of the next lower level.

Relating this description to the subject of personnel records, we may designate the basic personnel record as the MASTER of both certificate and assignment records.

Each logical master-detail relationship may be visualized as a chain of records. The master record is linked to the first detail record by entering the address of the detail record in the master record. In the same manner, the first detail is linked to the next detail record until all detail records are linked. The address entered in the last detail record is zero to indicate that it is the last detail of the master-detail chain.

The figure on the next page is a graphic illustration of the chains. The basic personnel record is linked to each first detail record. The last detail record of each chain contains a zero to indicate that it is the last detail record of the chain.

Hierarchial Data Structure
Personnel File



Legend:

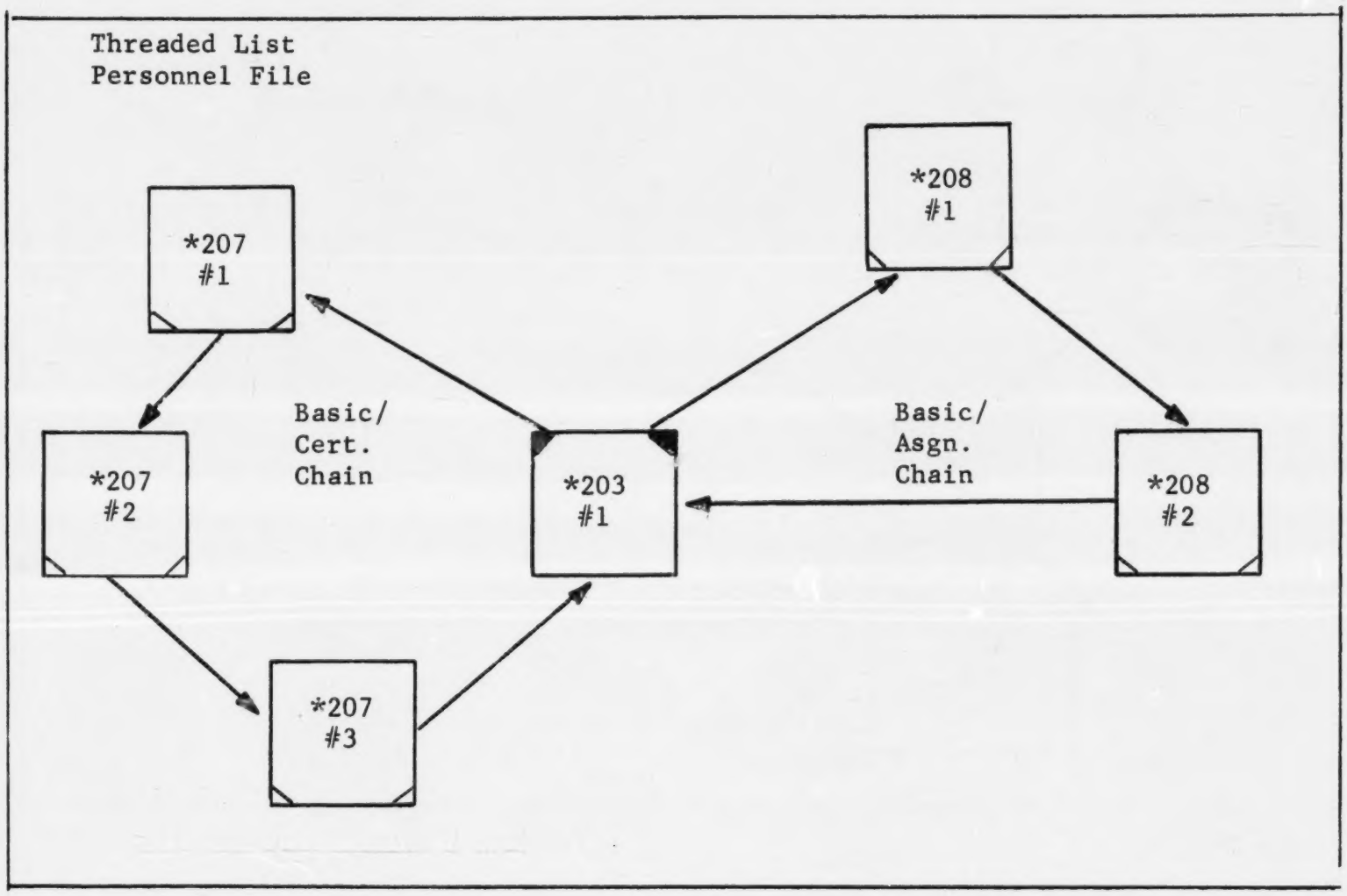
Master Record

Detail Record

Threaded List Technique

The term Threaded List is applied to the technique of linking records by means of addresses.

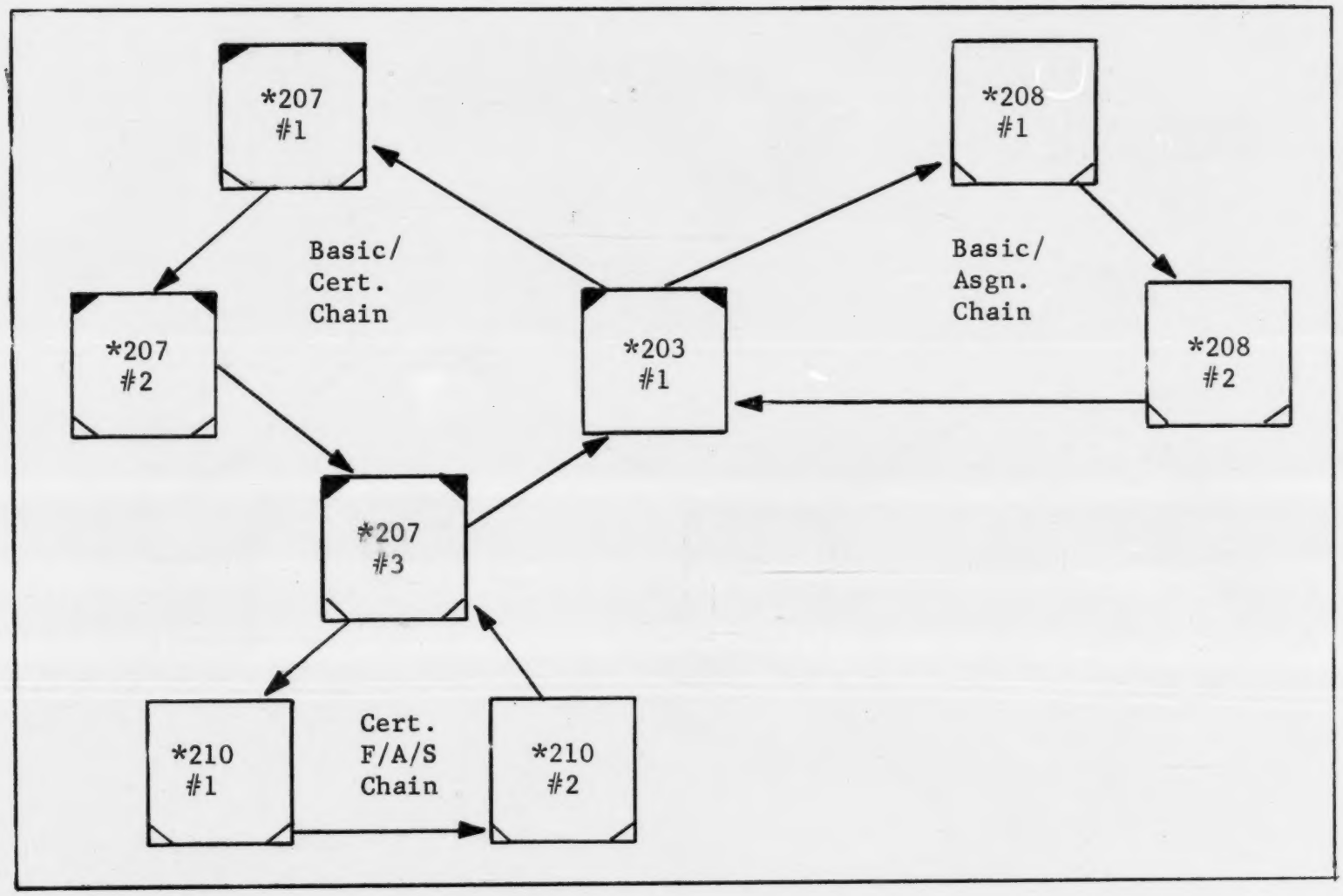
The chains shown in the figure on the next page are the same as those of the previous figure with the exception that an identifying number has been entered in the blocks representing the records. The number 203 identifies the basic personnel record, 207 identifies a certificate record and 208 an assignment record.



The certificate record with data items 32-38 may be the storage space required for certificate records which may be reduced by, in some states, a number of Fields/Areas/Services and subjects may be authorized by one certificate.

Data Items	Description	Size
32	Certificate Held	2
	. . .	
36	Grades Authorized By Certificate	4
37	Fields/Areas/Services Authorized	2
38	Subjects Authorized	4

The certificate record would appear as shown above except that fields 37 and 38 would be repeated as many times as required. The master-detail relationship may be applied in this case as shown in the next figure on the following page.



The hierarchial structure may be depicted in tabular form as shown in the figure below.

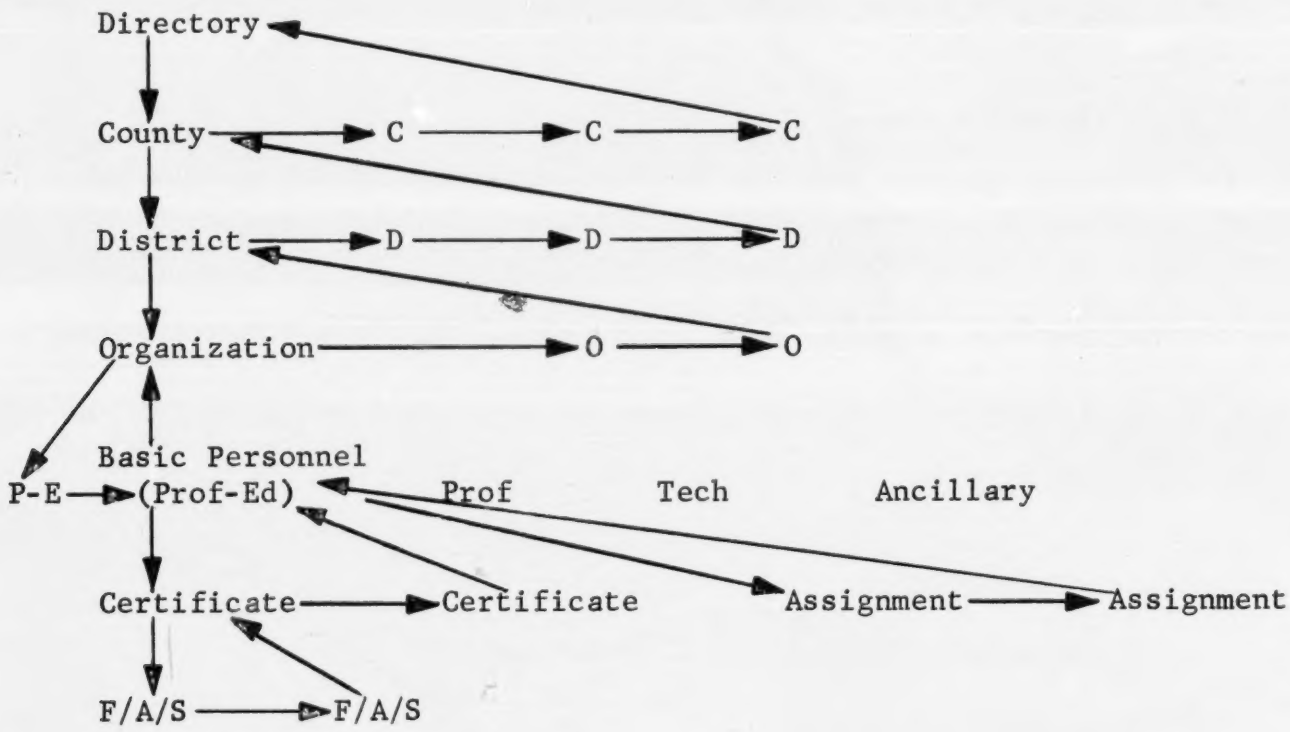
Hierarchial Structure: Personnel File

	Record		Master of Record		Detail of Record	
No.	Name	Type	Name	No.	Name	No.
203	Basic Personnel	Master	Certificate	207		
			Assignment	208		
207	Certificate	Master	F/A/S	210		
		Detail			Basic Personnel	203
208	Assignment	Detail			Basic Personnel	203
210	F/A/S	Detail			Certificate	207

The Certificate Record in the figure above illustrates the previous statements that superior-inferior relationships are established between the records of two contiguous levels of the structure and that a detail record may also be the master of records of the next lower level.

The hierarchial structure devised for the MSEIP file structure is contained in Appendix D of the MSEIP Program Specifications, Volume II. The record sequence for each of the six files is contained in Appendix E.

A schematic diagram is used below to illustrate the conceptually organized personnel file under the conditions described:



The Directory contains the address of each county record. One may regard it, the directory, as the master of county records. Complete chains are depicted for but one county, one district, one organization, etc. The illustration should aid one to understand the method by which records may be added to the file. The thread is simply broken in the proper place in the appropriate master-detail.

Personnel File

County Code Record
District Code Record
Organization Code Record
Basic Personnel Record, Prof-Ed (Prof)
Basic Personnel Record, Technical (Ancillary)
Certificate Record
Assignment Record Prof-Ed/Prof (Technical/Ancillary)
F/A/S Record

Instructional Programs File

County Code
District Code
Organization Code
Activity Record

Facilities File

County Code
District Code
Vehicle Record
Site Record
Use of Site Record
Building Record
Instructional Space
Service Space
Adjunct
Use of Instructional Space

Pupil File

County Code Record
District Code
Organization Code
Category One Data Items
Category Two Fixed-Length Data Items
Course Information
505, 506 and 508 thru 520

Header File

County Code Record
District Header
Organization Header
District Building

SECTION 2. The Index/Linkage Module

The programs which comprise the Index/Linkage Module are separated into two sections. The File Build Section contains 19 programs. The Retrieval Section contains 23 programs.

The design of the data control system utilizes a modular concept which allows the individual programs to be used in different combinations to accomplish the various tasks. Any program which is utilized in more than one manner is contained within this module. It could be referred to as the module of common functions.

In addition to providing control and common functions, this module performs these major functions of the Data Control System: Initial File Creation, Reorganization of the Files and Add A File.

There are eighteen programs involved in Initial File Creation. They may be divided logically into three groups. In the first group are those concerned with the command to the system, the editing of the records of the file(s) which are to be entered into the system, the writing of card images and record stubs on tape. In the second group are the programs concerned with the creation of the link addresses which are to be inserted into records so as to create master-detail chains and cross-references from the records of one file to records of other files. In the third group are the programs involved in the process of converting the card images of records to the required disk format, inserting link addresses into the records, creating the directory and loading the records and the directory on the disk. The control program is, of course, a member of each of the three groups.

Since this is an overview of the Data Control System with the objectives of explaining the operational and functional features of the system and simultaneously identifying and explaining the purpose and significant details of each module, the attention devoted to the various programs within a module will vary considerably.

The programs of the first group are: Control Program, Input Edit and Create Record Stubs.

Records of the files may be introduced into the system as keypunched cards or as card images on magnetic tape. Input Edit tests each data item to determine that its value is valid. When an incorrect value is detected, the record of which the data item is a part will not be accepted into the system; an error message is printed which indicates the error and the particular data item and record at fault. Even though an error is detected in a record, the remaining data items of the record will be edited to determine if there are other errors.

After all records in the input stream have been edited and if one or more errors have been detected, the system will not continue to the next phase of Initial File Creation. The user has the opportunity to correct the records in which errors were detected and enter them again. It should be noted that on the second (or later) entry, only the records previously not accepted need be entered.

Record Stubs contain the minimum data items required to identify each record which has been written on the Card Image file created by Input Edit.

The second group of programs consists of the Control Program, Disk Assign, Space Allocator, Assign Disk Subroutine, Create Triplets, Swap Links and Sort Interface.

It should be noted that record stubs are in the same prescribed sequence within each file as the records they represent. The length of each record is known. The combinations of records which constitute logical records are known. The link addresses required for both master-detail and cross-references are known.

The rules which govern the assignment of logical records, i.e., sets of records of the files that are to be treated as an entity, to physical records of the disk are known.

At this time, the exact locations on the disk to be assigned to the various files are not known. They will be determined after all records have been assigned storage locations relative to the base address of the file of which they are a part. A short example will help clarify this point.

If the Facilities and Instructional Programs Files are to be loaded on the disk, the first county record of the Facilities File will be assigned to relative record number 1 of the Facilities File. The assignment of disk addresses to the remaining records of the file will be effected following the rules previously established. In the same manner, disk addresses will be assigned to records of the Instructional Programs File. The system will then type a message to the operator. The message informs him of the amount of storage required for each of the files. The operator assigns the required amount of disk storage to the files by means of the operating system. Relative record 1 of the Facilities File therefore remains a valid address in the storage area allocated by the operator to the Facilities File.

An example will be used to describe the technique by which the link addresses are created and readied for insertion into records.

An activity record, as previously explained, is to have the address of the personnel record of the person assigned that activity. It is also to have other addresses but in this example only the address of the personnel record will be considered.

A short, three-part record referred to as a triplet is created when the record stub representing a personnel record is processed. The three parts are used to identify the particular record (record type and social security number), the disk address assigned to the personnel record, and data fields into which could be stored the address of another record. In this example, the third part of the triplet will be unused. The triplet is stored on magnetic tape for later use.

When records of the Instructional Programs File are processed, triplets are also formed. The three parts of the record are the same as those for the personnel record: identification of the record it represents (to include the social security number of the individual assigned to the activity which is a data item of the activity record); the disk address assigned to the activity record and data fields into which the address of the personnel record of the individual assigned to the activity will be stored. These triplets are also stored on magnetic tape.

After the record stubs of all files which are to be loaded on the disk have been processed, the triplets are sorted. Using the social security number and file number as keys in the sort will cause the triplet created for the personnel record to precede the triplet created for each activity assigned to the individual with that social security number.

The disk address assigned to the personnel record (which is a part of the triplet formed for the personnel record) is copied into the data fields of each triplet from activity records with the same social security number.

The triplets are now sorted using the file number and the disk address assigned to the record represented by the triplet. They are now in exactly the same sequence as the records they represent.

Control is now passed to the third group of programs; those which convert the card images of records to the required disk format, insert the link addresses into the record, create the directory and load the records and directory on the disk. The control program and nine other programs are members of this group. Six of the programs are those which build the records of the six files.

Their names follow the same pattern as Build Personnel Record. The remaining three programs are: Create Record Indexes, Build Directory, and Disk Load.

Input to this group of programs are the Card Image and Triplet Files created by the first and second program groups respectively.

When the card images of the activity records are processed, the triplets (which, once again, are in the same order as the activity records) are available. In terms of the example, the triplet provides two essential addresses. First, it has the disk address assigned the activity record. Second, it has the disk address assigned the personnel record of the individual assigned to the activity. Although over-simplified, the example illustrates the method by which master-detail chains and cross-references are created.

At this point, a short discussion of the general format of all records of the files is an order. Every record in the files has four parts: a Record Status Code, Link Address, Record Name Value and the data fields of the record.

The Record Status Code is a one character field which serves two purposes. First, it identifies the record by means of a code value. Second, it is used to indicate that a record has been deleted. The Delete Bit is the most significant of the eight bits of the System 360's one character byte. If the value of the Record Status Code is greater than 127, the record has been deleted.

Every record in the system has at least one link address. This ever present link address contains the address of the next record of the same type as the record in which it is located and which is in the same master-detail chain. Regardless of the number of link addresses in a particular type of record, the ordering of the link addresses is the same. The first is the link address just discussed, to the next same type record. The next group of link addresses are those which contain the addresses of the detail records in which stored. These are in ascending numerical order. The third, and last group of link addresses are the addresses of records of other files. These also are in ascending numerical order according to the record type number of the record addressed by the link address.

The set of link addresses of a record are also referred to as the Record Index of the record.

The third part common to every record is the Record Name Value which follows the link addresses. The number of characters required for the Record Name Values of records varies from two to nine. They are described for all records of the files in Appendix F of the MSEIP Program Specifications, Volume II. The remaining fields of the records are data fields prescribed by the MSEIP Documentation Handbook.

The disk storage requirements for the Directory are determined in the same manner as are the storage requirements for records of the files. When the second group of programs is processing record stubs, the appearance of a record stub representing a record, the address of which must be entered into the Directory, is recorded. The sum total of such appearance is converted into a total storage requirement which is displayed on the console typewriter to the operator at the same time as the storage requirements for the files.

The second major function of the Index/Linkage Module is Reorganization of the Files.

This may be occasioned by a massive updating of the records of the files, the addition of one or more files to the system, or the fact that extensive maintenance operations performed on the files has decreased the efficiency of retrieval operations.

The reorganization occasioned by the addition of one or more files will be treated as the third major function of the Index/Linkage Module. The reason for reorganization about to be described will, therefore, be immaterial.

In order to reorganize the files, a group of programs of the Index/Linkage Module not previously mentioned must be used. These programs are involved with the retrieval of records from the files.

As described in the opening paragraphs of this manual, the Data Control System will retrieve any particular record, all records or any subset of records of a file. When more than one record is retrieved, they are retrieved in logical sequential order. When records are retrieved, one file is designated as the primary file. As each record of the primary file is retrieved, the system will optionally retrieve records from other files.

Programs involved in the retrieval process which will be identified in this discussion are: Retrieval Control, Edit Command, Directory Decoder, I/O Control, Reformat and Linkage Trace. The seventeen programs subordinate to Linkage Trace will not be identified.

Unload Disk is the program used by the Index/Linkage Control Program to effect the initial actions of reorganization.

Unload Disk generates, for each file stored on the disk, a retrieval command which states that all records of the file be retrieved. The command is passed to Retrieval Control which, using Edit Command, verifies that it is valid. Retrieval Control then causes the Directory Decoder to obtain the address of the first record of the file.

Linkage Trace is called by the Retrieval Control program and the command and the address of the first record are passed to it. Linkage Trace uses the link addresses stored in the various records and the I/O control program to retrieve records in logical sequential order. Records which have been deleted are not passed to Unload Disk as are the active records of the file.

Records are reformatted by the Reformat program and passed to Unload Disk in the data return area by Unload Disk.

A record passed to Unload Disk is converted to the same card images as were used to enter the record into the system.

The card images are then processed through the steps previously described under Initial File Creation.

The third major function of the Index/Linkage Module, Add a File or Files is simply a combination of the first two major functions. The Unload Disk program and the retrieval functions are utilized to put the existing files back into original card image format. The file or files to be added are then combined with the existing files and are processed as described for Initial File Creation.

SECTION 3. File Maintenance Module

The File Maintenance Module consists of two programs. In addition, most of the programs in the Index/Linkage Module are utilized to perform the maintenance functions of Add a Record, Delete a Record, and Change a Record.

The first group of programs involved in Initial File Creation and described in the Index/Linkage Module are used to edit the cards which describe the records requiring maintenance. The File Maintenance program Delete and Change is then used to process the output of the edit process. This program utilizes the retrieval programs of the Index/Linkage Module to retrieve, change, delete and re-write the updated records and verifies that records to be added have the necessary master records in the file.

The records to be added to the files are subsequently processed by the second group of Initial File Creation programs in the Index/Linkage Module. This output is then processed by the second File Maintenance program, Add and Link. This program writes the added record in the Overflow File. The control thread which connects the records within a file will be broken at the point where the record should logically be located and the thread passed through the added record.

SECTION 4. Report Module

The report module developed for the Data Control System is a generalized reporting system which generates actual tables and reports directly from the files. It is not the type of system which generates programs to produce reports. The Report Module will be responsive to planned periodic reports as well as special one-time reports through specification forms provided by the user. The retrieval

programs in the Index/Linkage Module are utilized by the Report Module for retrieval purposes. In addition to the specification forms which describe reports to this module, the user will specify, thru a command card, which records are to be considered and the retrieval sequence.

By the use of specification forms introduced by the user, the Report Module will extract the specified data items necessary to create a report, arrange the data in an efficient sequence and proceed to perform the necessary arithmetic operations to produce the reports that fit the user's design.

The reports can be in two basic designs or formats:

1. Detail Listing Reports - this function will list selected data items from selected records on a one-for-one basis, i.e., each line of the report represents a selected record from the MSEIP data files. The capability exists to produce summary lines (sub-totals and totals) of up to six levels on selected columns. It is possible to produce a report consisting of only the summary lines. There are four variations of this type of report depending on the arithemtic operations necessary to produce the print fields.

2. Statistical Analysis Tables - specified data items from the MSEIP data files may be distributed into a table consisting of 1 to N dimensions as specified by the user. The items displayed in the report may be combined to develop averages, percentages, a count of occurence or any combination of arithmetic operations designed by the user. Columnar totals are available and selected cross-footing totals may be obtained.

The Report Module of the Data Control System is capable of processing more than one separate report in one pass of the data file provided all reports require the same record types. These reports can be any combination of Detailed Listing Reports or Statistical Analysis Tables. A single report cannot contain both types of reports due to the variance in format. The total number of reports that can be processed in one pass is dependent on the number of parameter cards required to describe the reports.

The Report Module is composed of three Program sections and utilizes the standard IBM Sort package. The three program sections in the sequence of execution are Edit Section, Extract Section, (Sort), and Summary Section.

Edit Section

The input to the Edit Section consists of the report specification forms. The function of the Edit Section is to edit each form for required information and perform cross-reference checks between forms describing each report. If any required information is missing or in error, error messages detailing the errors will be printed and the report affected will not be processed. The reports that are found to be free of errors will have a sample page of the report printed. This allows the user to check the correctness of the format before proceeding with the production of the actual reports.

The output of the Edit Section includes tables and specifications required by the Extractor Section and the Summary Section. The Edit Section contains a total of ten programs.

Extract Section.

The Extract Section of the Report Module is comprised of three programs and utilizes the Retrieval Section of the Index/Linkage Module. This Section utilizes the Retrieval Command, supplied by the user, to request the retrieval of records from the data files. As each selected record of the data file is processed, records are produced for the Summary Section under control of the tables and specifications produced by the Edit Section. Each output record contains only that information which is pertinent to a particular report.

Summary Section

The Summary Section of the Report Module performs the user specified arithmetic operations on the extracted, sorted data and prints the report under control of the specifications produced by the Edit Section. The Summary Section consists of two programs.

SECTION 5. Equipment and Software Requirements

The Data Control System is designed to be implemented on the following equipment:

IBM 360/40 with 128K bytes of memory

IBM 2314 Disk Pack and/or IBM Data Cell

Four IBM tape units

IBM card reader

IBM on-line printer

The following software is required:

COBOL Compiler, Level E - Release 17

BAL Assembly Program

IBM Sort Package

Disk Operating System (DOS)

HEADER FILE
District and Organization

The header is the repository for a limited amount of pertinent data concerning a school district and each organizational unit within the district. These data are the type that is usually needed when each of the subsystems is processing its files, but is not usually collected and stored by a specific subsystem. Header data may be summary data from a file that are needed by several subsystems. The header is also the principal entrance into the indexes for a district and its organizations. The header consists of a group of data concerning the district in composite, as well as groups of data specific to each organizational unit in that district. The items in the MSEIP Header are only suggestions; states implementing the system will determine their specific header data. The description of these items will not be as definitive as the descriptions of the data files because exact specifications of the header data and index items are dependent on implementation requirements (Table 1).

Table 1. HEADER FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
100	County Header			101	Directory
101	District Header	8	528	102,103	100
102	Organizational Header	3	218		101
103	District Building	1	22		101

The specific items listed in the MSEIP Header should not dictate, but only guide an SEA in their selection of header data. These items were designed considering two factors: 1) to demonstrate the capability and advantage of a header; and 2) to select the items meaningful to South Dakota. Therefore, these items, definitions, and codes may not meet the requirements of other SEA's. The Header File is a "stand-alone" file and, hence, changes will not require significant systems effort.

Specific comments are not considered needed for each item of the District Header but these suggestions are submitted for consideration:

a) The district header should contain data reflecting a community profile or demographic characteristics

b) Ungraded and/or special education students enrollment should be incorporated in the Header File

c) The building name (item 43) is carried in the header because it was not included in the Facilities File. This is the only place a building name can be linked to a building number.

In the Organization Header (starting on page 26), the only comments are directed to site (item 6) and building (item 7) numbers. The system is not designed to allow multiple sites and/or buildings to be carried with a specific Organizational Unit. One has three alternatives: 1) change the system to allow multiple responses; 2) do not collect it at all; or 3) enter zeroes (or initiate some other code) to indicate the organization occupies more than one building. The third alternative was used for demonstrative purposes in South Dakota.

DATA COLLECTION FORM

DISTRICT HEADER DATA

2. County Code _____ 3. District Code _____

8. District Name _____

9. Address _____

_____

13. District Telephone Number _____
Area Code Number

14. Superintendent's Name _____
Last Name First Name Middle Initial

15. Number of Years in Current Position _____

17. Assessed Valuation of the District _____

18. Area of the District (in square miles) _____

19. Type of School District Organization _____

20. Organization of the Education Program _____

21. Total Number of Staff Members: Professional _____

Technical/Ancillary _____

22. Type of State Accreditation _____

24. Total Fund Levy, in Mills: General Fund _____, Capital Outlay _____,

Special Education _____, Bond Redemption _____

25. Bond Indebtedness (as of July 1, 1969) _____

27. School District Census (as of November 1) by age

0_____, 1_____, 2_____, 3_____, 4_____, 5_____,

6_____, 7_____, 8_____, 9_____, 10_____, 11_____,

12_____, 13_____, 14_____, 15_____, 16_____, 17_____,

18_____, 19_____, 20_____.

29. Total Number of Students in the District by Grade.

K_____, 1_____, 2_____, 3_____, 4_____, 5_____,

7_____, 8_____, 9_____, 10_____, 11_____, 12_____.

DATA COLLECTION FORM (Page 2)

List All District Buildings

39 Site Number	40 Building Number	41 Building Unit	43 Name of Building

INSTRUCTIONS FOR
DISTRICT HEADER

1. RECORD TYPE - 101

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. FILLER - 000

5. RECORD CODE - 1

6. CARD NUMBER - 1

7. FILLER - 0000000

8. DISTRICT NAME - enter the name of the district.

9. STREET ADDRESS - street address of the district's administrative offices.

10. CARD NUMBER - 2

11. CITY - name of the city in which the district's administrative offices are located.

12. ZIP CODE - zip code for the city in which the district's administrative offices are located.

13. TELEPHONE NUMBER - telephone number complete with area code of the district's administrative offices.

14. SUPERINTENDENT'S NAME - full name of the superintendent of schools for the district.

15. NUMBER OF YEARS IN THIS POSITION - number of years the superintendent has occupied this position (excluding the current year).

16. CARD NUMBER - 3

17. ASSESSED VALUATION OF THE DISTRICT - the total assessed valuation of agricultural and non-agricultural property within the district.

18. AREA OF THE DISTRICT - total area of the district to the nearest tenth of a square mile.

19. TYPE OF ORGANIZATION - enter the appropriate code for the type of school organization represented by this district, as coded below:

1 - Independent School District
2 - Common School District
3 - County Independent School District
4 - County Common District
5 - County High School District
6 - Superimposed District
7 - Unorganized County Independent School District
8 - Unorganized County Common School District

20. ORGANIZATION OF EDUCATION PROGRAM - indicate by the appropriate code the organization of the educational programs of this district.

1. K-6, 6
2. K-6, 3, 3
3. K-6, 2, 4
4. K-8, 4
5. 6, 6
6. 6, 3, 3
7. 6, 2, 4
8. 8, 4
9. Other, specify _____

21. NUMBER OF STAFF MEMBERS - indicate the number of professional and the number of technical/ancillary staff members to the nearest tenth of full time equivalency.

22. TYPE OF ACCREDITATION - indicate by the appropriate code the type of accreditation of this district:

1 - First Class District
2 - Second Class District

23. CARD NUMBER - 4

24. TOTAL FUND LEVY, IN MILLS - right justify a five-digit entry which indicates the millage to two decimal places.

25. BOND INDEBTEDNESS - right justify the total bond indebtedness to the district to the nearest dollar.

26. CARD NUMBER - 5

27. SCHOOL DISTRICT CENSUS, BY AGE - enter the total school district census by age.

28. CARD NUMBER - 6

29. SCHOOL DISTRICT CENSUS, BY AGE - continued

30. CARD NUMBER - 7

31. TOTAL NUMBER OF STUDENTS IN THE DISTRICT, BY GRADE - enter the total number of students in the district by grad.

32. CARD NUMBER - 8

33. TOTAL NUMBER OF STUDENTS, BY GRADE - continued

34. RECORD TYPE - 103

35. COUNTY CODE - a three-digit code supplied by the SEA.

36. DISTRICT CODE - a four-digit code supplied by the SEA.

37. FILLER - 000

38. RECORD CODE - 2

39. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

40. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

41. UNIT CODE - the original building and all additions as coded below:

    0 - Original Building
    1 - First Addition
    2 - Second Addition, etc.

42. FILLER - 0

43. BUILDING NAME - the name assigned the building by the local district.

FILE LAYOUT - DISTRICT HEADER

1	2	3	4	5	6	7
Record Type	County Code	District Code	Filler	Rec. Code	Card No.	Filler
1 0 1			0 0 0	1	1	0 0 0 0 0 0 0
1 – 3	4 – 6	7 – 10	11 – 13	14	15	16 – 22

8	9
District Name	Street Address
23 – 54	55 – 74

10	11	12	13
Card Number	City	Zip Code	Telephone Number
2			
15	23 – 38	39 – 43	44 – 53

14			15
Superintendent's Last Name	First Name	M.I.	No. Years in This Position
54 – 69	70 – 77	78	79 – 80

16	17		18
Card Number	Assessed Valuation of the District		Area of the District
3	Agricultural Property	Non-Agricultural Property	
15	23 – 31	32 – 40	41 – 45

19	20	21												22
Type of Organ.	Organ. of Ed. Prog.	Number of Staff members												Type of Accred-itation
		Professional Staff						Technical/Ancillary Staff						
46	47	48					53	54					59	60

23	24					25
Card Number	Total Fund Levy, in Mills					Bond Indebtedness
4	General Fund Ag.	General Fund Nonag.	Capital Outlay	Special Education	Bond Redemption	
15	23 27	28 32	33 37	38 42	43 47	48 56

26	27					
Card Number	School District Census, By Age					
5	0	1	2	3	4	5
15	23 27	28 32	33 37	38 42	43 47	48 52

School District Census, By Age (continued)					
6	7	8	9	10	
53 57	58 62	63 67	68 72	73 77	

28	29					
Card Number	School District Census, By Age (continued)					
6	11	12	13	14	15	16
15	23 27	28 32	33 37	38 42	43 47	48 52

29

School District Census, By Age (continued)			
17	18	19	20
53 – 57	58 – 62	63 – 67	68 – 72

30

Card Number
7
15

31

Total Number of Students in the District, By Grade					
Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
23 – 27	28 – 32	33 – 37	38 – 42	43 – 47	48 – 52

31

Total Number of Students in the District, By Grade (continued)				
6th Grade	7th Grade	8th Grade	9th Grade	10th Grade
53 – 57	58 – 62	63 – 67	68 – 72	73 – 77

32

Card Number
8
15

33

Total Number of Students (continued)	
11th Grade	12th Grade
23 – 27	28 – 32

34	35	36	37	38	39	40	41	42	43
Record Type	County Code	District Code	Filler	Rec Cd.	Site Number	Building Number	Unit Code	Filler	Building Name
1 0 3			0 0 0	2				0	
1 – 3	4 – 6	7 – 10	11 – 13	14	15 – 17	18 – 20	21	22	23 – 42

DATA COLLECTION FORM
ORGANIZATION HEADER INFORMATION

2. County Code _____ 3. District Code _____ 6. Site Number _____

4. Organization Code _____ 7. Building Number _____

8. Building Unit Code _____

10. School Name _____

11. Address _____

_____

13. School Telephone Number _____
Area Code Number

14. Principal's Name _____
Last Name First Name Middle Initial

15. Number of Days in Session _____

16. Total Number of Staff Members: Professional _____

Technical/Ancillary _____

18. Total Number of Students by Grade (in this organization)

K_____, 1_____, 2_____, 3_____, 4_____, 5_____,

6_____, 7_____, 8_____, 9_____, 10_____, 11_____,

12_____.

INSTRUCTIONS FOR
ORGANIZATION HEADER

1. RECORD TYPE - 102

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. RECORD CODE - 3

6. SITE NUMBER - the number of the site on which the organization houses its administrative office.

7. BUILDING NUMBER - the number of the building in which the administrative office of the organization is housed.

8. BUILDING UNIT CODE - the original building and all additions as coded below:

   0 - Original Building
   1 - First Addition
   2 - Second Addition, etc.

9. CARD NUMBER - 1

10. SCHOOL NAME - the name by which this organization is referred to locally.

11. STREET ADDRESS - the street address or Post Office Box number of the organization's administrative office.

12. CARD NUMBER - 2

13. TELEPHONE NUMBER - the area code and telephone number of the administrative office of the organization.

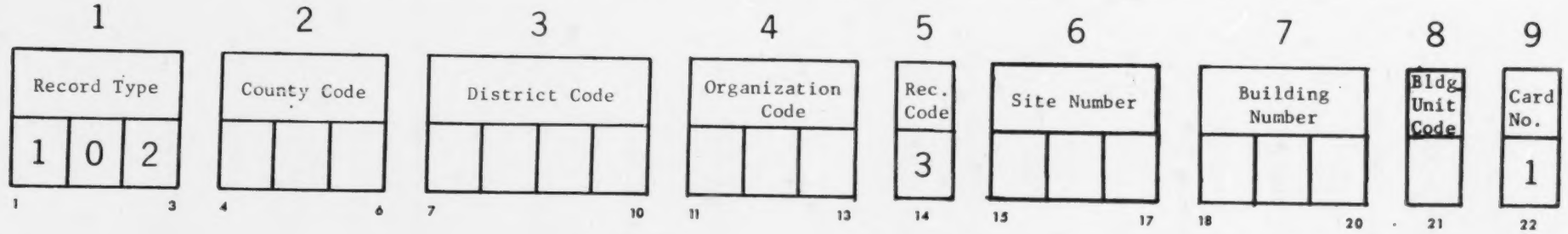
14. PRINCIPAL'S NAME - the full name of the administrative head of this organization.

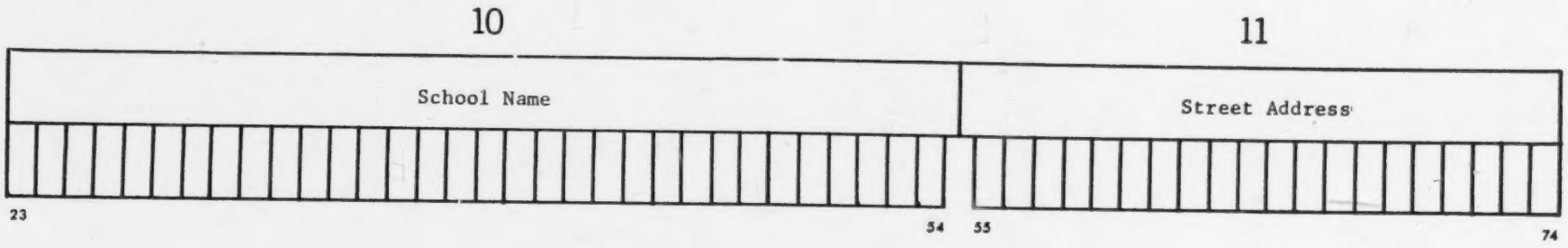
15. NUMBER OF DAYS IN SESSION - the total number of days this organization is in legal session.

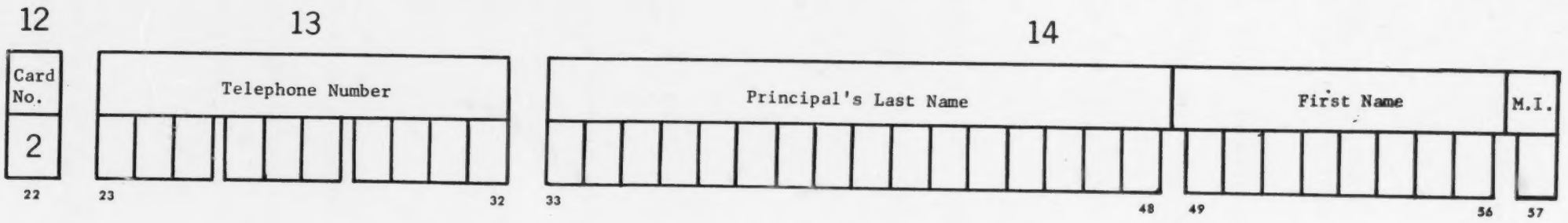
16. TOTAL NUMBER OF STAFF MEMBERS - the total full time equivalency number of professional and technical/ancillary staff members, to the nearest tenth of full time equivalency.

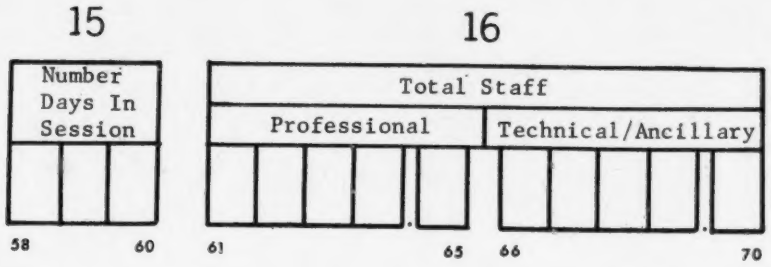
17. CARD NUMBER - 3

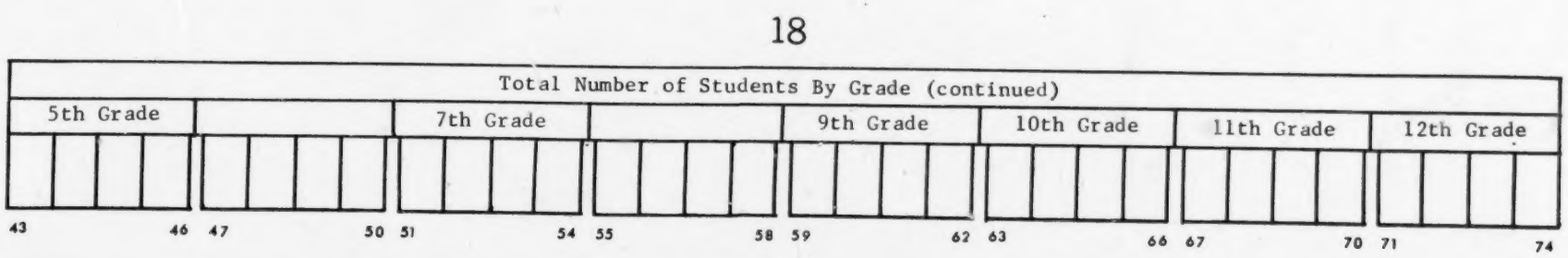
18. TOTAL NUMBER OF STUDENTS - the total number of students, by grade, administered by this organization.


1
Record Type
1 0 2
1 3
2
County Code
4 6
3
District Code
7 10
4
Organization Code
11 13
5
Rec. Code
3
14
6
Site Number
15 17
7
Building Number
18 20
8
Bldg. Unit Code
21
9
Card No.
1
22


10
School Name
23 54
11
Street Address
55 74


12
Card No.
2
22
13
Telephone Number
23 32
14
Principal's Last Name
33 48
First Name
49 56
M.I.
57


15
Number Days In Session
58 60
16
Total Staff
Professional
61 65
Technical/Ancillary
66 70
17
Card No.
3
22
18
Total Number of Students By Grade
Kindergarten
23 26
1st Grade
27 30
2nd Grade
31 34
3rd Grade
35 38
4th Grade
39 42


18
Total Number of Students By Grade (continued)
5th Grade
43 46
47 50
7th Grade
51 54
55 58
9th Grade
59 62
10th Grade
63 66
11th Grade
67 70
12th Grade
71 74

FACILITIES FILE

The MSEIP Facilities Subsystem contains data items about the physical properties of school facilities. It defined and interpreted specific categories of data needed by local, state, and national agencies about sites, buildings, spaces, equipment, and vehicles. The file structure includes the following records (Table 2): 1) Site Records - consists of the location, size, use and other general characteristics of a given site; 2) Building Record - there is a building record for each building unit which will be associated with the preceding site record; 3) Space Records - there is a space record for each space within a building unit. These records will also contain the adjuncts and built-in equipment in that space, and 4) Vehicle Record - there is one record for each district owned or leased vehicle.

The Facilities data file is much more static than the other subsystems. Care must be taken in the original collection of data to construct this file since there will be little need to change or update the records.

Table 2. FACILITIES FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
400	County			401	Directory
401	District			402,403	400
402	Vehicle	1	42		401
403	Site	2	117	404,405	401
404	Use of Site	1	27		403
405	Building	4	304	406,407	403
406	Instructional Space	2	128	408,409	405
407	Service Space	1	44	409	405
408	Use of Instr. Space				406
409	Adjunct	1	33		406,407

Site Record

The site record is designed to collect and maintain data items on every site used for educational purposes. This is true whether or not the site has any improvements (buildings, etc.). Sites that are used by a district, but owned by another agency may be included in the system; however, a state may want to make the decision on this matter. It is the MSEIP philosophy that any site used by the district - playgrounds, parks, farms, etc. - should be included in order to show what is available to the district (ownership can be shown in the record).

At one time, it was the MSEIP's intent to maintain the site record by units or additions. A separate record would be maintained in the system each time a site was altered after all transactions that changed the site, its cost, and dates of acquisition or disposal. This, however, becomes difficult depending on when and where buildings and additions to buildings are constructed. Therefore, the site record is now a current record of the total site which is updated as transactions are made.

Prior to collecting site data, one should consider the fact that some data may not be available on some of the older sites owned by school districts. Thus, decisions should be made in advance of data collection - what to do in these cases. One must also consider the building records when making decisions about the site record and vice versa.

The number on the site collection form for record type, record code, and card number are important for the data input format. These codes are necessary for file sequencing and it is recommended that they appear on the collection form in order that they not be omitted during processing.

The following discourse is for the purpose of commenting on specific data items, by number and name, in which they appear on the collection form. If a data item does not appear below, it should be concluded that no special comments were appropriate.

2. COUNTY CODE: Unique three digit code assigned to the county. It may not be important to group districts by counties in some states, therefore, this position field would allow a state to group and code by regions, areas, legislative districts, etc.

3. DISTRICT CODE: Unique four digit code assigned to a school district. Thought should be given to this numbering system depending on the type of districts in a state. For example, a state which has elementary districts, secondary districts, unit districts, etc. may want to assign these different types of districts a specific range of numbers, whereas a state with only K-12 districts may want to assign the number alphabetically. Thought should also be given to skipping specific numbers when being originally assigned so as new districts are established, they may be fit in the proper position.

4. SITE NUMBER: Although no specific recommendation has been made as to the uniqueness of the site number, it must be unique within a district and should not change even as sites (and/or additions) are bought and sold. A state may want the site numbers unique within the state, however, a three digit code would not suffice for this purpose. It would be desirable to have the site and building number relate to each other, but this is not always possible since a site may have none, one, or several buildings.

8-9. The fourth word in both of these definitions should be replaced with the word - number.

11. APPRAISED OR ESTIMATED CODE: There are two responses: 1 = Appraised; 2 = Estimated. In order to eliminate confusion it is suggested that number one be changed to "Formal Appraisal" and number two to "Estimated". There seems to be some problem about whether the administrator of a district can accurately appraise the property or site. By inserting "Formal Appraisal" it seems to indicate that some outside agency should make this appraisal.

12. APPRAISED OR ESTIMATED VALUE: Since cost data on sites purchased by a district many years ago or obtained free does not reflect the value of the site, the current value is requested. This is a six digit number to record the value or amount to the nearest whole dollar. This item should be updated as appropriate.

13. AREA OF SITE: Updated as additions or deletions are made. Area is recorded to the nearest tenth of an acre.

14. COST OF IMPROVEMENTS: Updated as improvements are made. Amount is recorded to the nearest whole dollar.

20. SITE LOCATION: This item is a problem because the same data may not be available on every site. One should consider the use of this item before making the decision what to collect or even if to collect. Since it is usually the building location one is interested in and the building address is located in the building record, it seems realistic that this would influence what to collect or even if to collect the item at all. This item is a 35 character field and does extend the size of the record.

31. USE OF SITE: This is another item that should come under close scrutiny before collecting. It depends whether or not the site has a building(s) and if it's the site or building that is of interest. The kind of building and services provided within a building are collected in the building record. This item is more important to know the use of sites per se or sites without buildings. The present MSEIP system is designed to allow multiple selection of the codes for this item. The number of selections are not limited to four which appear on the sample collection form; one merely has to use the next line down to enter more uses (the left part of this same line should be left blank). Because of this flexibility, however, it lends itself to inefficient design of the card input format as well as inefficient use of file storage.

In order to gain compatibility between this item, "Type of Supporting Services Facility", and the "Kind of Building" as found on the Building Record, the following additions should be made to this listing: 23 = Bus Garage; 24 = Stadium; 25 = Storage; 26 = Barn.

1 Record Type	2 County	3 District
4 0 3		

DATA COLLECTION FORM
SITE RECORD

This form developed for MSEIP demonstration in South Dakota

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO - MICHIGAN - NEBRASKA -

MSEIP

MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

4 Site Number	5 Record Code	10 Card Number	11 Appraised or Estimated	12 Appraised or Estimated Value	13 Area of Site	14 Cost of Improvements	15 Cost of Site	16 Date of Acquisition Year	16 Date of Acquisition Month	17 Date of Disposal Year	17 Date of Disposal Mon	18 Ownrshp	19 Card Number	20 Site Location	21 Record Type	25 Record Code	31 Use of Site 01	31 Use of Site 02	31 Use of Site 03	31 Use of Site 04
	1	01											02		404	2				
	1	01											02		404	2				
	1	01											02		404	2				
	1	01											02		404	2				
	1	01											02		404	2				
	1	01											02		404	2				
	1	01											02		404	2				

INSTRUCTIONS FOR
SITE RECORD

1. RECORD TYPE - 403

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 1

6. FILLER - 000

7. FILLER - 0

8. FILLER - 0000

9. SUBRECORD CODE - 0

10. CARD NUMBER - 01

11. APPRAISED OR ESTIMATED CODE - this code designates how the value of the site was determined.

    1 - Appraised
    2 - Estimated

12. APPRAISED OR ESTIMATED VALUE - this amount is expected to be the current value of the site according to the best available information.

13. AREA OF SITE - a five-digit number showing the total number of developed and undeveloped acres in a site unit (original and all additions) to the nearest tenth, including areas occupied by buildings, walks, drives, parking facilities, and other improvements to the site.

14. COST OF IMPROVEMENTS TO SITE - a five-digit code showing the cost of a site improvement including the contract amount for contract work and salaries and other expenses for work done by district employees, plus any other expenses connected with any initial installation or extension of a site improvement. It also includes the cost of any special assessments against the school district for capital improvements on or off the site, such as streets, curbs, and drains on or adjacent to the site, and any easements involved.

15. COST OF SITE - a five digit code that indicates the cost of a site as maintained in the records of the owning unit. It is the actual cost to that district.

16. DATE OF ACQUISITION - the year and month in which the owning school district consummated the transfer of ownership of the land. If dates are unknown they should be estimated. For leased or rented property, the dates are those on which the lease or rent begins.

17. DATE OF DISPOSAL - the year and month in which each piece of land in a site was sold or otherwise disposed of so that the school district no longer retained it for any purpose.

18. OWNERSHIP OF LAND - ownership of land is shown on a record form with a designation selected from codes below:

    1 - District Owned
    2 - Municipally Owned
    3 - Authority Owned
    4 - Other Public Ownership
    5 - Nonpublicly Owned

19. CARD NUMBER - 02

20. SITE LOCATION - the location of each site should be listed. This may be done in one of two ways as described. If a site has a postal street address this is sufficient. If, however, a site does not have a postal address then the legal deed description will suffice.

21. RECORD TYPE - 404

22. COUNTY CODE - a three-digit code supplied by the SEA.

23. DISTRICT CODE - a four-digit code supplied by the SEA.

24. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

25. RECORD CODE - 2

26. FILLER - 000

27. FILLER - 0

28. FILLER - 0000

29. SUBRECORD CODE - 0

30. DETAIL NUMBER OF THE SITE RECORD - a consecutive line number assigned to each entry which will indicate the total number of uses of each site.

31. USE OF SITE - instructional and supporting services - the use of a site is shown by indicating the type of plant or building located on it, or, if the site is vacant, the purpose of which it is used.

    A supporting services facility is a piece of land, a building, or part of a building that services more than one school plant or is not a part of any given

school plant. In some instances, a facility which is definitely part of one school plant may also be used by pupils from another school plant. For example, a high school cafeteria may also be used by pupils from a nearby elementary school plant. Such a facility would not be classified as a supporting services facility, but would be accounted for as part of the school plant by which it is used the major portion of the time.

The type of school plant on a site or under construction on a site is shown on a record form with a designation selected from the following codes (multiple uses if desired):

01 - Elementary School Plant
02 - Secondary School Plant
03 - Combined Elementary & Secondary School Plant
04 - Community College Plant
05 - Combined Secondary School & Community College Plant

The type of supporting services facility on a site or under construction on a site is shown on a record form with a designation selected from the codes below (multiple uses if desired):

07 - Administration Building
08 - Instruction Building
09 - Pupil Transportation Building
10 - Maintenance Building
11 - Warehouse
12 - Food Services Building
13 - Student Dormitory
14 - Living Quarters for Professional Personnel
15 - Living Quarters for Service Personnel
16 - Public Library Building
17 - Playground Building
18 - Community Services Building
19 - Investment Building
20 - Other Building
21 - Vacant Site in Use
22 - Miscellaneous Educational Site
99 - Other Site

FILE LAYOUT - SITE RECORD

1	2	3	4	5	6	7	8	9	10
Record Type	County Code	District Code	Site Number	Rec. Code	Filler	Fill.	Filler	Sub-Rec. Code	Card Number
4 0 3				1	0 0 0	0	0 0 0 0	0	0 1
1 – 3	4 – 6	7 – 10	11 – 13	14	15 – 17	18	19 – 22	23	24 – 25

11	12	13	14	15	16		17		18
App ✓ Est. Code	Appraised or Estimated Value	Area of the Site	Cost of Improvement to Site	Cost of the Site	Acquisition Date		Date of Disposal		Own. of Land
					Year	Month	Year	Month	
26	27 – 32	33 – 37	38 – 42	43 – 48	49 – 52		53 – 56		57

19	20
Card Number	Site Location
0 2	
24 – 25	26 – 60

21	22	23	24	25	26	27	28	29	30	31
Record Type	County Code	District Code	Site Number	Rec. Code	Filler	Fill	Filler	Sub-Rec. Code	Detail No., Use of Site	Use of Site
4 0 4				2	0 0 0	0	0 0 0 0	0		
1 – 3	4 – 6	7 – 10	11 – 13	14	15 – 17	18	19 – 22	23	24 – 25	26 – 27

37

Building Record

The building record is designed and intended to collect building data by the unit or addition. Spaces are provided on the sample collection form for the original building and up to three additions. These data are maintained in the system by building unit. Thus, it is possible to differentiate between part of a building built in 1900 and an addition to the building added in 1970. This is especially important when one considers the characteristics of buildings and additions and the types of spaces in each. There is no question that this procedure complicates the system and the data collection techniques, but after much committee deliberation, it was decided to be necessary if the information produced from the data is going to be meaningful.

One could certainly be overwhelmed by the number of data items requested by each building unit. A state will again want to specifically examine its needs and uses of these items before collecting data. However, one should also realize that these data are basically "one-time" items - that is, they rarely need updating after the original collection, except of errors and updating for building alterations or remodeling. Items that are not needed by an individual state can merely be omitted from the collection form without changing the field sizes or positions. Space would be saved for omitted items in the file and they could be entered later.

It should also be noted that the name of the building is not carried in the building record; however, the building number and name is carried in the district header portion of the file.

As a state implements the building record, it should be aware that certain items - dates, costs, etc. will not be available for old buildings. In fact, even though a number should be assigned to each building, perhaps a state might only collect most of the items on buildings constructed after a given year.

The fixed positions or fields on the illustrated building collection form (eg. record type, record code, card number, etc.) are necessary to the input data format for file sequencing. It is recommended that they be included on the collection form in order to assure the inclusion when processed.

2. COUNTY AND DISTRICT CODE: See Site Record, page 30.

4. SITE NUMBER: See Site Record, page 31.

6. BUILDING NUMBER: Although no specific recommendation was previously made by the MSEIP as to building numbers, it should be of concern by a state educational agency. The three digit field in the MSEIP is designed to be unique within a district and thereby combining the county-district code with the building number, it would be unique within the state. However, this may not be convenient or meet the needs of all users of the system; therefore, a unique building number within a state might be desirable.

An implementing state should consider giving each building a unique number (hence, the three digit field would have to be increased). It is felt that this is

especially true, and will become more critical in the future, when one considers the complexity and confusion between a "school" (an organization of an administrative head, staff, and pupils) and a "building" (an attendance center). It is not the purpose here to go into a lengthy discussion of these terms, but one must not ignore the differences when collecting data and implementing a system. The matter is further complicated by the fact that various combinations exist - a "building" may house one, two, or more "schools" and yet a "school" may be located in one, two, or more "buildings". If considerations of the site are added to the discussion, it becomes even more complex.

The resulting decision, fortunately, is more clear than the discussion - buildings should be assigned a unique number by the state agency and the local districts cooperatively. Consideration should also be given the year or grades housed in a building. This item is not asked in the MSEIP building record, but can be obtained through the Instructional Programs file by summarizing the courses offered. However, this is time consuming and inefficient so if one decides it is necessary to know what grades are housed in a building, perhaps the item should be added to the system. The real problem stems from the fact that our traditional terminology - elementary, middle, junior high, secondary, etc. are not well defined, e.g. knowing that a building is an elementary building does not tell what grades are in the building.

15. DATE OF DISPOSAL: This field would, of course, be blank until the building is sold or razed. When this date is entered, it should key the system to eliminate the record or transfer it to a historical file depending on the desire of the users. The data about a building could be entered into the system at any desired time - when contracts are let, when construction is completed, final acquisition, or when classes start. Perhaps it should be entered from the specifications when contracts are let and then reports could be made available of facilities under construction.

18. KIND OF BUILDING: This item is intended to collect the primary function of the building. For regular schools, 01 - Instructional Building should be coded, whereas the other codes are for other specific buildings. Other choices can be added as needed by a state agency. It should be noted that this item and item 61 could be combined by adding all the choices of item 66 in place of 01 - Instructional Building (of course the codes would need to be renumbered). To maintain the compatibility with the Site Record, the following responses should be added: 13 = Barn; 14 = Public Library Building; 15 = Maintenance Building; 16 = Playground Building; 17 = Community Services Building; 18 = Investment Building.

19. MOBILITY OF BUILDING: This item is not well defined. The intent is quite clear, but acceptable definitions are not in consistent use for buildings classified as temporary and portable, but set on temporary/permanent foundations. No solution is offered for the portable (temporary) classrooms - when does a classroom become a building and vice versa? Do they receive building numbers, or are they additions or spaces? A state should specifically define these terms in advance and benefits might be received from the previous effort made by the State of Kansas.

27. STRUCTURAL SYSTEM: This item as stated cannot be collected since one cannot report about all walls (being load bearing) at the same time. Some walls are likely to be non-load bearing while others could not be. This item would probably be more appropriate to the space and the space record than to the building. It could be moved to the space record and deleted from the building record.

28. APPRAISED OR ESTIMATED CODE: Should read 1 = Formal Appraisal; 2 = Estimated.

29. APPRAISED OR ESTIMATED VALUE: This definition should read as follows: "The amount entered in dollars is expected to be the current value of the building according to the best available information. This might be a formal appraisal, a concensus of local authorities, or an estimate made by the superintendent."

30-42. COST DATA: In the MSEIP System the cost data is requested for each contract and/or service. However, in some states that may not be possible, available, or desirable. Therefore, these data should be revised to meet state requirements. This is especially true for items 37, 40, and 41 - heating, plumbing, and ventilation - which may be grouped into one sum and labeled "Mechanical". The total cost item is added as a validity check or to use if individual costs are not available.

50 It is suggested that the current codes do not allow for the variety needed to determine the Extent of Cooling within a single structure. Therefore, the following codes are proposed:

0 = No cooling
1 = Entire building cooled
2 = Instructional section cooled
3 = Part of the instructional section cooled
4 = Administrative section cooled
5 = Part of the administrative section cooled
6 = Instructional section and part of administrative section cooled
7 = Administrative and part of instructional section cooled
8 = Part of instructional section and all of administrative section cooled
9 = Other

In the second category in this item, Type of Cooling System, add the code: 0 = No cooling system.

55. TELEVISION SYSTEM: Add the code 0 = None available.

56. SOURCE OF HEAT FOR HEATING SYSTEM: This item is intended to collect the method for the primary heating source. If a secondary source is desired another similar item would have to be added.

62. TYPES OF SUPPORTING SERVICES IN BUILDING: This item has proven to be misunderstood by most people completing the building record. It is intended to mean district-wide services and not just for the one building. The value of the item is questionable.

66. TYPE OF SCHOOLS IN BUILDING: This item should perhaps seek what grades are in the building rather than the type or organization since there may be only a part of an organization (school) in a building or there may be two or more organizations in a building. See comments for items 4 and 18 in this record.

DATA COLLECTION FORM
BUILDING RECORD

This form developed for MSEIP demonstration in South Dakota.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO
MICHIGAN — NEBRASKA
MSEIP
MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

1 Record Type	2 County Code	3 District Code
405		

4 Site Number	5 Rec Code	6 Building Number
	3	

11 Address of Building (cols 20–60)

7 Building Unit	10 Card Number	12 Avail. of Building	13 Date of Acquisition: Year	13 Date of Acquisition: Month	14 Date of Construction Contract: Year	14 Date of Construction Contract: Month	15 Date of Disposal: Year	15 Date of Disposal: Month	16 Number of Elevators	17 Fire Rating	18 Kind of Building	19 Mobility of Bldg.	20 Ownership of Bldg.	21 Card Number	22 Exterior Wall	23 Floor Framing	24 Interior Frame	25 Roof Deck	26 Roof Framing	27 Structural System		28 Appraised or Est. Code	29 Appraised or Estimated Value	30 Cost of Architectural and Engineering Services	31 Cost of Built-In Equipment	32 Cost of Educational Consultative Services
	01													02												
	01													02												
	01													02												
	01													02												

7 Building Unit	33 Cost of Electrical Contract	34 Cost of Fiscal Services Fees	35 Cost of General Contract	36 Card Number	37 Cost of Heating Contract	38 Cost of Legal Services	39 Cost of Miscellaneous Services	40 Cost of Plumbing Contract	41 Cost of Ventilation Contract	42 Total Cost of Building	43 Fire Protection: Adqt. Water Supply	44 Fire Protection: Heat-Smoke Dect.	45 Fire Protection: Number of Automatic Sprinkler Hds.
				03									
				03									
				03									
				03									

7 Building Unit	46 Fire Protection: Number of Call Boxes	47 Fire Protection: Number of Fire Alarm Boxes	48 Fire Protection: Number of Fire Extinguisher Stations	49 Fire Protection: Number of Fire Hose Cabinets	50 Cool. Sys.: Extent	50 Cool. Sys.: Type	Vent. System	51 Card Number	52 Elec. and Comm. System: Communication Sys in Bldg. (multi. use)	Emerg. Elec. System	Source of Main Elec. Sys	T.V. System	53 54 55 Heat. Sys.: Source	Heat. Sys.: Type	56 57 Swg Dp/Ntr Sup: Cons'tn. Sewage System	Swg Dp/Ntr Sup: Disp'l System	58 59 60 Water Source	61 Size of Building: Area of Basement	Area of Disaster Shelter	62 Size of Building: Gross Floor Area of Building Facility	63	64 No. of Floors (Stories) of Bldg.	65 Rated Pupil Capacity	66 Type of Schools in Bldg	67 Types of Supporting Services in Building: 01	02	03	04
								04																			
								04																			
								04																			
								04																			

INSTRUCTIONS FOR
BUILDING RECORD

1. RECORD TYPE - 405

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - the number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 3

6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

7. BUILDING UNIT NUMBER - the original building and all additions as coded below:

    0 - Original Building
    1 - First Addition
    2 - Second Addition, etc.

8. FILLER - 00000

9. SUBRECORD CODE - 0

10. CARD NUMBER - 01

11. ADDRESS OF BUILDING - legal street address of the building

12. AVAILABILITY OF BUILDING - the extent to which a building is available for occupancy, selected from the following codes:

    1 - Available for Complete Occupancy
    2 - Available for Partial Occupancy
    3 - Abandoned for Occupancy

13. DATE OF ACQUISITION - year and month in which the owning school district consummated the transfer of ownership of an existing building or the acceptance of a new structure.

14. DATE OF CONSTRUCTION CONTRACT OF BUILDING - year and month the construction contract for the building unit (original and all additions) was signed with the contractor.

15. DATE OF DISPOSAL - year and month building was sold or otherwise disposed of.

16. NUMBER OF ELEVATORS - number of elevators installed for the purpose of conveying passengers to different levels within a building.

17. FIRE RATING - use the codes listed below:

1 - Fire Resistive Building
2 - Semi-Fire Resistive Building
3 - Combustible Building
4 - Mixed Construction

18. KIND OF BUILDING - use the codes listed below:

01 - Instruction Building
02 - Central Heating Building
03 - Central Cooling Building
04 - Central Cooling and Heating Building
05 - Student Dormitory
06 - Living Quarters for Professional Personnel
07 - Living Quarters for Service Personnel
08 - Stadium
09 - Field Building
10 - Food Service Building
11 - Bus Garage
12 - Warehouse
99 - Other Building

19. MOBILITY OF BUILDING - use the codes listed below:

1 - Permanent Building
2 - Portable Building

20. OWNERSHIP OF BUILDING - use the codes listed below:

1 - District Owned
2 - Municipally Owned
3 - Authority Owned
4 - Other Public Ownership
5 - Nonpublicly Owned

21. CARD NUMBER - 02

22. EXTERIOR WALL - construction materials that form the composition of the exterior wall. Codes:

1 - Wood
2 - Masonry - built-up construction or combination of building units of such materials as clay, concrete, or stone, set in mortar or masonry cement.
3 - Metal
4 - Panel Wall - a non-bearing wall built between columns in skelton construction and wholly supported at each story. (Called curtain walls - glass, gypsum, etc.)
9 - Other

23. FLOOR FRAMING - construction materials that form the framing of the floor. Codes:

1 - Wood Framing - wood joints supporting wood subfloor and a matched wood finished floor.
2 - Concrete on Grade
3 - Wood on Steel - wood subfloors supported by girders running between columns.
4 - Concrete Slab on Steel Framing
5 - Concrete Slab on Concrete Framing
6 - Steel on Steel
9 - Other

24. INTERIOR FRAME - (division walls) - construction materials that form the framing of the fixed interior walls. Codes:

1 - Wood Frame
2 - Masonry
3 - Metal
9 - Other

25. ROOF DECK - that portion of the roof construction to which the roof covering or roofing is applied and through which the loads on the roof are transmitted to the girders, frames, etc. Codes:

1 - Wood
2 - Other Combustible Materials
3 - Metal
4 - Other Noncombustible Materials

26. ROOF FRAMING - construction materials that are used in the framing of the roof. Codes:

1 - Wood
2 - Steel
3 - Concrete
9 - Other

27. STRUCTURAL SYSTEM - (bearing walls and materials) - the support of the building made up of interdependent parts in a definite pattern of organization. The principal structure of the building is described below.

System (first position under structural system)
1 - Load Bearing Walls - side of a room or building connecting the floor and ceiling or foundation and roof in support of the roof. Supports horizontal load in addition to its own weight.
2 - Non-Load Bearing Walls

Materials (second position under structural system)
1 - Steel - type of construction in which the load of the building is carried on a steel framework.
2 - Concrete - type of construction in which the load of the building is carried on a reinforced concrete skeleton or framework.

3 - Laminated Wood - frame of heavy beams for support; solid or made in layers of pressed wood.
4 - Wood - that type in which walls, partitions, floors, and roof are mainly of wood.
5 - Other - other materials that make up the principal structure of the building.

28. APPRAISED OR ESTIMATED CODE - this code designates how the value was determined.

1 - Appraised
2 - Estimated

29. APPRAISED OR ESTIMATED VALUE - this amount is expected to be the current value of the site according to the best available information. It might be a formal appraisal, a consensus of local authorities, or an estimate made by the superintendent.

30. COST FOR ARCHITECTURAL AND ENGINEERING SERVICES - the cost of architectural plans, drawings specifications, legally-required plan approval, topographical surveys, test borings, and other surveys made in the preparation of building plans, including salaries of school district architects assigned to the project. Costs for preliminary studies made prior to the fiscal year in which definite authority was received to proceed with construction are not capitalized and, therefore, not included under this account. Fees, if any, paid to architects for writing specifications for movable equipment are not included here.

31 COST OF BUILT-IN EQUIPMENT - cost of equipment built into the building. This would include equipment that is an integral part of the building and permanently attached. Items collected about Built-In Equipment are the description, number of units, date acquired, and total cost.

32. COST FOR EDUCATIONAL CONSULTATIVE SERVICES - the cost for consultative services rendered in connection with the construction of a building that are aimed at fitting a building to a school's educational program and are not classifiable under Cost For Architectural and Engineering Services and Cost For Legal Services. Costs for such services rendered prior to the fiscal year in which definite authority was received to proceed with construction are not capitalized, and, therefore, not recorded under this account.

33. COST OF ELECTRICAL CONTRACT

34. COST OF FISCAL SERVICES FEES - cost of services rendered by financial consultants in evaluating the financial resources of the district, the increase in millage rates on the proposed bond issue, preparing brochures for educational purposes during the bond issue campaign, preparing bond sale brochures which give the financial status of the district, rating the bonds, then evaluating the bond market condition, and, after the bids are in, evaluating and rating the interest rates.

35. COST OF GENERAL CONTRACT - general construction contract plus extras to the contractor and less credits.

36. CARD NUMBER - 03

37. COST OF HEATING CONTRACT

38. COST OF LEGAL SERVICES - the cost for legal services rendered in connection with the construction of a building, including salaries of school district legal personnel assigned to the project. Costs for legal services rendered prior to the fiscal year in which definite authority was received to proceed with the construction are not capitalized and, therefore, not included under this account. Fees for legal services in connection with a bond issue are not recorded here.

39. COST OF MISCELLANEOUS SERVICES - costs incurred in connection with the construction and acquisition of a building that are not classifiable under Contract Cost of Building, Cost For Legal Services, Cost For Architectural and Engineering Services, or Cost For Educational Consultative Services; such as advertisements for contracts, expenses connected with the sale of bonds, and building permits.

40. COST OF PLUMBING CONTRACT

41. COST OF VENTILATION CONTRACT

42. TOTAL COST OF BUILDING

43. ADEQUATE WATER SUPPLY FOR FIRE PROTECTION -

    1 - Yes
    2 - No

44. HEAT-SMOKE DETECTION SYSTEM -

    1 - Yes
    2 - No

45. NUMBER OF AUTOMATIC SPRINKLER HEADS

46. NUMBER OF CALL BOXES

47. NUMBER OF FIRE ALARM BOXES

48. NUMBER OF FIRE EXTINGUISHER STATIONS

49. NUMBER OF FIRE HOSE CABINETS

50. COOLING SYSTEM -

    Extent of Cooling System - use the following codes:
    1 - Whole Building Cooled
    2 - Instructional Section Cooled
    3 - Administrative Section Only
    9 - Other - all other cooling of spaces that are not classified above

Type of Cooling System - use the codes listed below:

1 - Central Cooling System
2 - Local Zone Cooling System - using two or more cooling units, each for a separate part of the building
3 - Individual Cooling Units - a system consisting of room or space coolers in each room to be cooled

Ventilating System in Building (Type) - select the principal system used and code as listed below:

1 - Window Ventilation
2 - Gravity Ventilation
3 - Mechanical Exhaust Ventilation
4 - Mechanical Supply Ventilation
5 - Total Mechanical Ventilation

51. CARD NUMBER - 04

52. COMMUNICATION SYSTEM IN BUILDING - use the codes below:

1 - Telephone System - telephone in each classroom
2 - Speaker System - speaker in each classroom
3 - Combination Speaker-Telephone System
4 - Program System - system having mechanical or electronic time signal devices at necessary stations in a building
5 - Code Call System - system having call stations at strategic locations in the building to call personnel by means of sound, light, or other signals

53. EMERGENCY ELECTRICAL SYSTEM - a lighting system installed for emergency use in case of failure of the main electrical system -

1 - Yes
2 - No

54. SOURCE OF MAIN ELECTRICAL SYSTEM - use the codes listed below:

1 - Municipal Source
2 - Private Source
3 - Total Energy

55. TELEVISION SYSTEM - use the codes listed below:

1 - Television Receiving System
2 - Program-Oriented Provisions
3 - Both Origination and Receiving

56. SOURCE OF HEAT FOR HEATING SYSTEM - use the following codes:

1 - Wood
2 - Coal
3 - Gas, including natural and liquid petroleum
4 - Oil
5 - Electricity
6 - Heat Pump
9 - Other

57. TYPE OF HEATING SYSTEM -

First Code Position
1 - Central
2 - Local Zone Heating

Second Code Position
1 - Radiators and Convectors
2 - Unit Ventilators
3 - Gravity Warm Air Furnace
4 - Fan Blast or Forced Air
5 - Radiant Panel
6 - Split System
7 - Room Fired Heaters

58. OWNERSHIP OF SEWAGE SYSTEM - use codes listed below:

1 - School District
2 - Public
3 - Private

59. SEWAGE TREATMENT AND DISPOSAL SYSTEM - use codes listed below:

1 - Public System
2 - Open Lagoon System
3 - Septic Tank System
9 - Other

60. SOURCE OF WATER - use codes listed below:

1 - Municipal Water System
2 - Drilled Well
3 - Dug Well
9 - Other

61. AREA OF BASEMENT - the area in square feet of all floors that are below grade level on all sides and having standing room of at least 6 feet 6 inches.

62. AREA OF DISASTER SHELTER - size in square feet of the area that has been designated as a disaster shelter.

63. GROSS FLOOR AREA OF BUILDING FACILITY - the sum of the areas on all floor levels which have a clear standing head room of 6 feet 6 inches regardless of their use.

64. NUMBER OF FLOORS (STORIES) OF BUILDING - total number of floors in the building.

65. RATED PUPIL CAPACITY (applicable only to building designed for use as instructional buildings) - the pupil capacity of a building as rated by the architect, superintendent, or other persons. This should be based on regular day, single sessions.

66. TYPES OF SCHOOLS IN BUILDING - use the codes listed below, use combinations when necessary.

01 - Elementary School
02 - Junior High School
03 - Incomplete High School
04 - Four Year High School
05 - Senior High School
06 - Junior-Senior High School
07 - Undivided High School - a secondary school, served by one faculty and one principal, that includes more than four grades
08 - Vocational or Trade High School
09 - Community College
10 - Special School for Exceptional Children
11 - K-12 School
99 - Other

67. TYPES OF SUPPORTING SERVICES IN BUILDING - supporting services consist of activities of a school district that are not limited to one school plant. Use the codes or combinations of codes as listed below:

01 - Administrative Services
02 - Instructional Services
03 - Pupil Transportation Services
04 - Maintenance Services
05 - Warehouse Services
06 - Food Services
07 - Student Dormitory
08 - Living Quarters for Professional Personnel
09 - Living Quarters for Service Personnel
10 - Public Library Services
11 - Playground Services
12 - Community Services
13 - Investment Building (acquired for investment purposes)
99 - Other

FILE LAYOUT - BUILDING RECORD

1	2	3	4	5	6	7	8	9	10
Record Type	County Code	District Code	Site Number	Rec. Code	Building Number	Bldg. Unit No.	Filler	Sub. Rec. Code	Card Number
4 0 5				3			0 0 0 0	0	0 1
1 3	4 6	7 10	11 13	14	15 17	18	19 22	23	24 25

11	12	13	14	15
Address of the Building	Avail Bldg.	Date Acquisition (Year / Month)	Date, Construction Contract (Year / Month)	Date of Disposal (Year / Month)
26 60	61	62 63 64 65	66 67 68 69	70 71 72 73

16	17	18	19	20
No. of Elev.	Fire Rat.	Kind of Bldg.	Mobil of Bldg.	Own. of Bldg
74	75	76 77	78	79

21	22	23	24	25	26	27	28	29
Card Number	Construction and Materials: Ext. Wall	Floor Fram.	Inter. Fram.	Roof Deck	Roof Fram.	Struc. System	App./ Est. Code	Appraised or Estimated Value
0 2								
24 25	26	27	28	29	30	31 32	33	34 40

30	31	32	33	34	35
Cost of Architectural & Engineering Services	Cost of Built-In Equipment	Cost of Educational Consultant Services	Cost of Electrical Contract	Cost of Fiscal Services Fees	Cost of General Contract
41 45	46 51	52 56	57 62	63 67	68 74

FILE LAYOUT - BUILDING RECORD (cont.)

36	37	38	39	40	41
Card Number	Cost of Heating Contract	Cost of Legal Services	Cost of Miscellaneous Services	Cost of Plumbing Contract	Cost of Ventilation Contract
0 3					
24 25	26 31	32 36	37 41	42 47	48 53

42	43	44	45	46	47	48	49	50
Total Cost of Building	Fire Protection System							Cooling System
	Adeq. Water	Ht./Sm. Detec	No. Automatic Sprinkler Heads	No. Call Boxes	No. Alarm Boxes	No. Extinguisher Sta.	No. Hose Cabinets	Ext. of Sys. / Sys. Type / Vent. Sys.
54 61	62	63	64 67	68 69	70 71	72 74	75 76	77 78 79

51	52	53	54	55	56	57	58	59	60	61	62
Card Number	Elec. & Comm. System in Building				Heat System		Sew. Sys.	Dis. Treat.	Water Sup. Sou. Water	Area of Basement	Area of Disaster Shelter
0 4	Communication System	Emer. Sys.	Source Sys.	TV Sys.	Sou. Heat	Type of System					
24 25	26 29	30	31	32	33	34 35	36	37	38	39 43	44 48

63	64	65	66	67
Gross Floor Area of Building Facility	No. Floors of Bldg.	Rated Pupil Capacity	Type School in Bldg.	Types of Supp. Serv. in Building
				01 / 02 / 03 / 04
49 55	56 57	58 62	63 64	65 66 67 68 69 70 71 72

Space Record

The space records are designed to allow every space to be identified by number and described by certain data items according to the type of space. All space records are controlled and sequenced by a series of identifying codes - county, district, site, building, and building unit. Every space that is to be individually accounted for must be assigned a number; however, spaces that are considered adjuncts in a space do not need a number. State and local officials should work cooperatively in assigning a proper numbering system for the spaces in a building.

Originally the MSEIP System collected data on administrative-instructional spaces and service spaces on the same form, but because of the differences in the items desired about each, two separate forms are illustrated.

The following comments for specific data items refer to the one listed and numbered on the Administrative and Instructional Space form.

The fields - record type, record code, subrecord code, card number, are important to the input data format and file sequencing. It is recommended that these appear on the collection forms in order not to be omitted during processing.

7. BUILDING UNIT: The building unit for each space should be entered as to where the space is located. See the Building Record for a discussion of this item.

11. NAME/TYPE OF SPACE: During the collection of data for the demonstration, it was discovered that many types of spaces were not named or properly assigned to allow people to select adequately.

In order to allow for more flexibility, it is suggested that instructional and administrative spaces be coded in the 40 and 50 range, service spaces be moved to the 60 and 70 ranges, and circulation spaces from 80 to 99. This would allow for additional expansion of the administrative spaces, service spaces, and circulation spaces. The following lists contain suggestions of spaces that might be added to the present list.

Instructional Spaces:

27 = Laboratory Science
28 = Music, Band
29 = Music, Vocal
30 = Music, Practice
31 - Planetarium

44 = Business Manager's Office
45 = Board of Education Room
46 = Assistant Principal's Office
47 = Assistant Superintendent's Office

Service Spaces:

60 = Cafeteria (or lunch room)
61 = Shower Room
62 = Teachers Room
63 = Toilet Room
64 = Boiler Room

65 = Janitor's Office
66 = Janitor's Closet (storage)
67 = Fuel Room
68 = Maintenance Room
69 = Elevator Machine Room
79 = Other Service Space

Circulation Spaces:

80 = Covered Entry Way
81 = Inside Foyer
82 = Lobby Area
83 = Inside Corridor
84 = Outside Corridor
85 = Covered Passageway Outside Building
86 = Single Direction Stairway
87 = Double Direction Stairway
99 = Other Circulation Space

15. AREA OF WINDOWS: This item is one of concern It is not an easy one to obtain and is usually at best an approximation. It is also doubtful if it really gets to the problem. Knowing there are windows is one thing, but knowing the extent of light from them that can be controlled is another.

16. LIGHTING: In collecting this item, one should realize that light meters are not commonly found in all districts or buildings. Also the procedures for measuring - open shades, bright sunlight, artifical lights on, bright spots, dark spots, should be made as consistent as possible. Several readings should be taken and then averaged.

17. WALL FLEXIBILITY: See item 27, Building Record, page 40. It is here, if at all, load bearing walls might be considered.

21. BUILT-IN EQUIPMENT: The built-in equipment record was designed to identify the equipment placed in a space that would differentiate the space from a regular instructional space (classroom) - science laboratories, reading language laboratories, business machine rooms, homemaking, shop. Whereas, one could conceive that it would be important to relate the kind and amount of equipment to pupil learning, it must also be realized that collection of these data create extreme hardships on state and local officials. Therefore, it is doubtful if a state would assign a high priority to this record until higher priorities were fully operational. Due to limited MSEIP resources, card 02 was not included in the data collection for the demonstration in South Dakota; this eliminated all data regarding built-in equipment.

34. TYPE OF ADJUNCTS: The following changes should be made to clearly define types of adjuncts found in modern buildings.

Change:

06 = Conference Room (office, preparation work) to Counselor's Suite
17 = Lounge (Counselor's Suite) to Laboratory

Add:

33 = AV Viewing Room
34 = General Office
35 = Maintenance Room
36 = Paint (finishing) Room
37 = Preparation Room
38 = Stage
39 = Storage Room
40 = Waiting Room

1 Record Type	2 County Code	3 District Code	4 Site Number	5 Rec Code	6 Building Number
4 0 6				3	

DATA COLLECTION FORM
ADMINISTRATIVE AND INSTRUCTIONAL

SPACES RECORD

This form developed for MSEIP demonstration in South Dakota

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO - MICHIGAN - NEBRASKA -

MSEIP MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

7 Building Unit	8 Space Number	9 Sub Record Code	10 Card Number	11 Type of Space	12 Dimensions of Space: Length	Width	Height	13 Floor Level	14 Air Conditioning	15 Area of Windows	16 Lighting	17 Wall Flexibility	18 Finishes: Ceiling	Floor	Wall	24 Record Type	32 Sub Record Code	Adjunct Spaces 01: 34 Type	35 Number	36 Area	Adjunct Spaces 02: 34 Type	35 Number	36 Area	Adjunct Spaces 03: 34 Type	35 Number	36 Area
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									
		1	01													409	4									

54 60

INSTRUCTIONS FOR
ADMINISTRATIVE AND INSTRUCTIONAL SPACE

1. RECORD TYPE - 406

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 3

6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

7. BUILDING UNIT NUMBER - the original building and all additions as coded below:

   0 - Original Building
   1 - First Addition
   2 - Second Addition, etc.

8. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

9. SUBRECORD CODE - 1

10. CARD NUMBER - 01

11. NAME/TYPE OF SPACE - select the appropriate code for the space described:

Instructional Spaces
- 01 - Agriculture
- 02 - Art
- 03 - Auditorium
- 04 - Cafetorium
- 05 - Commercial (typing, etc.)
- 06 - Gymnasium
- 07 - Gymnatorium
- 08 - Home Economics
- 09 - Kindergarten
- 10 - Laboratory, biology
- 11 - Laboratory, chemistry
- 12 - Laboratory, language
- 13 - Laboratory, physics
- 14 - Laboratory, reading
- 15 - Library
- 16 - Media Center
- 17 - Multipurpose
- 18 - Music
- 19 - Regular Classroom
- 20 - Shop, agriculture
- 21 - Shop, electrical
- 22 - Shop, metal
- 23 - Shop, wood
- 24 - Shop, general
- 25 - Special for Execptional Children
- 26 - Study Hall
- 39 - Other Instructional Space

Administrative Spaces
- 40 - Guidance Space
- 41 - Health Services
- 42 - Principal's Office
- 43 - Superintendent's Office
- 49 - Other Administrative Space

12. DIMENSIONS OF THE SPACE - length, width, and height of the space, to the nearest foot.

13. FLOOR LEVEL - the floor level on which the space is located as coded below:

0 - Basement
1 - First Floor
2 - Second Floor
3 - Third Floor
4 - Fourth Floor, etc.

14. AIR CONDITIONING - use codes listed below.

1 - Yes
2 - No

15. AREA OF THE WINDOWS - the square footage of windows in the space.

16. LIGHTING - average number of footcandles at desk level.

17. WALL FLEXIBILITY - use codes and definitions listed below:

0 - Does Not Apply (fixed walls)
1 - Operable, a wall that can be opened and closed readily; for example, folding or sliding walls
2 - Demountable, a wall that can be demounted, disassembled, moved, and remounted.

18. FINISHES - use codes listed below:

Ceiling
1 - Plaster
2 - Acoustical Plaster
3 - Masonry
4 - Wood
5 - Metal
6 - Acoustical Panels
7 - Fiber Board
9 - Other

Flooring (Surface)
1 - Concrete
2 - Wood
3 - Resilient Tile
4 - Ceramic Tile
5 - Terrazzo
6 - Carpet
7 - Clay Tile
9 - Other

Walls
1 - Plaster
2 - Concrete Block
3 - Tile
4 - Brick
5 - Wood
6 - Metal
7 - Fiber Board
8 - Glass
9 - Other

19. CARD NUMBER - 2

20. DATE ACQUIRED - year and month item was acquired.

21. DESCRIPTION OF THE BUILT-IN EQUIPMENT - a brief written description of the piece of equipment could be name, model number, style, manufacturer, etc., if applicable.

22. NUMBER OF UNITS - number of units purchased.

23. TOTAL COST - total cost of the equipment to the nearest dollar.

24. RECORD TYPE - 409

25. COUNTY CODE - a three-digit code supplied by the SEA.

26. DISTRICT CODE - a four-digit code supplied by the SEA.

27. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

28 RECORD CODE - 3

29. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

30. BUILDING UNIT NUMBER - the original building and all additions as coded below:

0 - Original Building
1 - First Addition
2 - Second Addition, etc.

31. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

32. SUBRECORD CODE - 4

33. DETAIL NUMBER OF ADJUNCT RECORDS - a consecutive line number assigned to each entry which will indicate the total number of adjuncts.

34. TYPE OF ADJUNCT - a space joined or connected to a principal space, but not essentially a part of it. An adjunct enhances the use of the principal space. Each adjunct should be accounted for through some principal space, but if an adjunct serves two or more principal spaces, it should be accounted for only once. The types of adjunct spaces are coded below and on the next page.

01 - Audiovisual Control Room
02 - Clinic Bedroom
03 - Cloak Room
04 - Communications Control Room
05 - Concession Room
06 - Conference Room (office, preparation work, etc.)
07 - Darkroom
08 - Dental Care Room
09 - Display Room
10 - Dressing Room
11 - Drying Room
12 - Hearing Test Room
13 - Laundry Room
14 - Lavatory
15 - Library (instructional materials, supplementary materials center)
16 - Locker Room
17 - Lounge (counselor's suite)
18 - Observation Room
19 - Press Box

20 - Reception Room
21 - Recording Room
22 - Shower Room
23 - Snack Bar
24 - Storage Room
25 - Study Carrels (alcove)
26 - Television Control
27 - Television Studio
28 - Ticket Booth
29 - Toilet Room
30 - Training Room
31 - Transformer Room
32 - Vault
99 - Other

35. NUMBER OF ADJUNCTS - the number (how many) of this type adjunct with identical area (square footage).

36. AREA OF ADJUNCT - the square footage of an adjunct to the nearest foot.

. FILE LAYOUT - ADMINISTRATIVE AND INSTRUCTIONAL SPACE RECORDS

1	2	3	4	5	6	7	8	9	10	11
Record Type	County Code	District Code	Site Number	Rec. Code	Building Number	Bldg. Unit No.	Space Number	Sub. Rec. Code	Card Number	Name/ Type of Space
4 0 6				3				1	0 1	
1 3	4 6	7 10	11 13	14	15 17	18	19 22	23	24 25	26 27

12			13	14	15	16	17	18		
Dimensions of the Space			Floor Level	Air Cond.	Area of the Windows	Lighting	Wall Flex.	Finishes		
Length	Width	Height						Ceil.	Floor (Surf.)	Walls
28 30	31 33	34 35	36	37	38 41	42 44	45	46	47	48

19	20	21	22	23
Card Number	Date Acquired: Year Month	Description of the Built-In Equipment	Number of Units	Total Cost
0 2				
24 25	26 29	30 60	61 63	64 70

24	25	26	27	28	29	30	31	32	33	34	35	36
Record Type	County Code	District Code	Site Number	Rec. Code	Building Number	Bldg. Unit No.	Space Number	Sub. Rec. Code	Detail No. of Adj. Rec.	Type of Adjunct	Number of Adjunct	Area of Adjunct
4 0 9				3				4				
1 3	4 6	7 10	11 13	14	15 17	18	19 22	23	24 25	26 27	28 29	30 33

Service Spaces

The service space record is designed to collect data on non-instructional and non-administrative spaces. At one time the instructional spaces and service spaces were collected on the same form. However, since basically different data were desired the forms have been separated. They remain quite similar in many respects and the comments on the instructional spaces remain appropriate. The service spaces must be given a unique number and the name/type of space is identified. Certain items are collected for specific types of spaces and adjuncts can be collected for service spaces. The following apply specifically to service spaces.

11. NAME/TYPE OF SPACE: During the collection of data for the demonstration, it was discovered that many types of spaces were not named or properly assigned to allow people to select adequately.

In order to allow for more flexibility, it is suggested that service spaces might be moved to the 60 and 70 ranges and circulation spaces from 80 to 99. This would allow for additional expansion of the service spaces and circulation spaces. See expanded list under Space Records, page 52.

28. TYPE OF ADJUNCTS: See expanded list under Space Records, page 53.

1 Record Type	2 County Code	3 District Code	4 Site Number	5 Rec Code	6 Building Number
407				3	

DATA COLLECTION FORM
SERVICE SPACES RECORD
This form developed for MSEIP demonstration in South Dakota

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO
MICHIGAN — NEBRASKA
MSEIP
MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

7 Building Unit	8 Space Number	9 Sub Record Code	10 Card Number	11 Type of Space	12 Dimensions of Space: Length	Width	Height	13 Floor Level	14 Number of Lavatories	15 Number of Showerheads	16 Number of Urinals	17 Number of Water Closets	24 Record Type	26 Sub Record Code	Adjunct Spaces 01: 28 Type	29 Number	30 Area	02: Type	Number	Area	03: Type	Number	Area
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									
		2	01										409	4									

INSTRUCTIONS FOR
SERVICE SPACES

1. RECORD TYPE - 407

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 3

6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

7. BUILDING UNIT NUMBER - the original building and all additions as coded below:

   0 - Original Building
   1 - First Addition
   2 - Second Addition, etc.

8. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

9. SUBRECORD CODE - 2

10. CARD NUMBER - 1

11. NAME/TYPE OF SPACE - select the appropriate code for the space described:

Service Spaces	Circulation Spaces
50 - Cafeteria (or lunchroom)	60 - Corridors, Entryways, Stairs
51 - Shower Room	61 - Covered Passageway Outside Building
52 - Teachers' Room	62 - Inside Circulation Space
53 - Toilet Rooms	63 - Outside Circulation Space
59 - Other Service Space	69 - Other Circulation Space

12. DIMENSIONS OF THE SPACE - length, width, and height of the space, to the nearest foot.

13. FLOOR LEVEL - the floor level on which the space is located as coded below:

   0 - Basement
   1 - First Floor
   2 - Second Floor
   3 - Third Floor
   4 - Fourth Floor, etc.

14. NUMBER OF LAVATORIES

15. NUMBER OF SHOWER HEADS

16. NUMBER OF URINALS

17. NUMBER OF WATER CLOSETS

18. RECORD TYPE - 409

19. COUNTY CODE - a three-digit code supplied by the SEA

20. DISTRICT CODE - a four-digit code supplied by the SEA

21. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

22. RECORD CODE - 3

23. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

24. BUILDING UNIT NUMBER - the original building and all additions as coded below:

    0 - Original Building
    1 - First Addition
    2 - Second Addition, etc.

25. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

26. SUBRECORD CODE - 4

27. DETAIL NUMBER OF THE ADJUNCT RECORD - a consecutive line number assigned to each entry which will indicate the total number of adjuncts.

28. TYPE OF ADJUNCT - a space joined or connected to a principal space, but not essentially a part of it. An adjunct enhances the use of the principal space. Each adjunct should be accounted for through some principal space, but if an adjunct serves two or more principal spaces, it should be accounted for only once. The types of adjunct spaces are coded below:

    01 - Audiovisual Control Room
    02 - Clinic Bedroom
    03 - Cloak Room
    04 - Communications Control Room
    05 - Concession Room
    06 - Conference Room (office, preparation work, etc.)
    07 - Darkroom
    08 - Dental Care Room
    09 - Display Room
    10 - Dressing Room
    11 - Drying Room
    12 - Hearing Test Room
    13 - Laundry Room
    14 - Lavatory
    15 - Library (instructional materials, supplementary materials center)
    16 - Locker Room
    17 - Lounge (counselor's suite)
    18 - Observation Room
    19 - Press Box
    20 - Reception Room
    21 - Recording Room
    22 - Shower Room
    23 - Snack Bar
    24 - Storage Room
    25 - Study Carrels (alcove)
    26 - Television Control
    27 - Television Studio
    28 - Ticket Booth
    29 - Toilet Room
    30 - Training Room
    31 - Transformer Room
    32 - Vault
    99 - Other

29. NUMBER OF ADJUNCTS - the number (how many) of this type adjunct with identical area (square footage),

30. AREA OF ADJUNCTS - the square footage of an adjunct to the nearest foot.

FILE LAYOUT - SPACE RECORD

1	2	3	4	5	6	7	8	9	10
Record Type	County Code	District Code	Site Number	Rec. Code	Building Number	Bldg. Unit No.	Space Number	Sub. Rec. Code	Card Number
4 0 7				3				2	0 1
1 3	4 6	7 10	11 13	14	15 17	18	19 22	23	24 25

11	12			13	14	15	16	17
Name/ Type of Space	Dimensions of the Space			Floor Level	No. of Lava-tories	No. of Shower Heads	No. of Urinals	No. of Water Closets
	Length	Width	Height					
26 27	28 30	31 33	34 35	36	37 38	39 40	41 42	43 44

71

65

18	19	20	21	22	23	24	25	26
Record Type	County Code	District Code	Site Number	Rec. Code	Building Number	Bldg. Unit No.	Space Number	Sub. Rec. Code
4 0 9				3				4
1 3	4 6	7 10	11 13	14	15 17	18	19 22	23

27	28	29	30
Detail No. Adj. Records	Type of Adjunct	No. of Ad-juncts	Area of Adjuncts
24 25	26 27	28 29	30 33

Vehicle Record

The vehicle record is designed to inventory the vehicles owned or leased by the local school districts and in no way is to provide the data for transportation currently needed by states for state aid distribution.

In implementing the system, one should note that there is currently no way to report that a vehicle has been sold, traded, destroyed; if traded on a new vehicle, there is no way to enter the amount received, etc. No accident, damage, or maintenance data are included.

6. VEHICLE NUMBER: A unique three digit number assigned to each vehicle in a school district.

10. TYPE OF VEHICLE: In order to clearly determine the numbers and types of vehicles which are in the possession or under title to schools the following changes are suggested.

2 = Small Carrier (define what a small carrier is within the particular state involved. In South Dakota, for example, this was nine passengers, or less.
4 = Auto - Driver Education

On the vehicle record form in order to provide control, an additional column might be added on the far left, headed - Detail Number - beginning on the first line advance sequentially using a two digit number - 01, 02, 03 ... 99, to indicate the line count.

17. COST: The definition should read "use the original cost or lease price of this vehicle". Use the cost figure to the nearest dollar.

VEHICLE RECORD

This form developed for MSEIP demonstration in South Dakota

Record Type 4 0 2 County Code _____

District _____ Record 0

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO

MICHIGAN - NEBRASKA

MSEIP

MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

6	10	11		12	13	14	15	16	17
VEHICLE NUMBER	TYPE OF VEHICLE	MAKE CODE		CAPACITY	TWO-WAY RADIO	YEAR MFD.	YEAR ACOUIRED	OWNER-SHIP	COST
		BODY	CHASSIS (BUSSES)						
15 17	26	27 28	29	30 31	32	33 34	35 36	37	38 42

737

INSTRUCTIONS FOR
VEHICLE RECORD

1. RECORD TYPE - 402

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. FILLER - 000

5. RECORD CODE - 0

6. VEHICLE NUMBER - a unique three-digit number assigned to the vehicles of the district.

7. FILLER - 00000

8. SUBRECORD CODE - 0

9. DETAIL NUMBER OF THE VEHICLE RECORD - a consecutive line number assigned to each entry which will indicate the total number of vehicles.

10. TYPE OF VEHICLE -

1 - Bus	3 - Truck
2 - Small Carrier	9 - Other Vehicle

11. MAKE CODE OF BODY - the numeric code for the make of the body of busses and all other schcol vehicles.

01-19 to be used for bus bodies only

01 - Bluebird	05 - Thomas
02 - Carpenter	06 - Wayne
03 - Oneida	07 - Ward
04 - Superior	19 - Other Bus Body

20-39 to be used for trucks only

20 - Chevrolet	26 - Jeep
21 - Diamond Reo	27 - Kenworth
22 - Dodge	28 - Mack
23 - Ford	29 - White
24 - GMC	39 - Other Truck Body
25 - International	

40-59 to be used for station wagons only

40 - American Motors	47 - International
41 - Buick	48 - Jeep
42 - Checker	49 - Mercury
43 - Chevrolet	50 - Oldsmobile
44 - Chrysler	51 - Plymouth
45 - Dodge	52 - Portiac
46 - Ford	59 - Other Station Wagons

60-79 to be used for automobiles only

60 - American Motors
61 - Buick
62 - Cadillac
63 - Checker
64 - Chevrolet
65 - Chrysler
66 - Dodge
67 - Ford
68 - Jeep
69 - Lincoln
70 - Mercury
71 - Oldsmobile
72 - Plymouth
73 - Pontiac
79 - Other Automobiles

MAKE CODE OF CHASSIS - the numeric code for the make of the chassis of busses only.

01 - Chevrolet
02 - Dodge
03 - Ford
04 - GMC
05 - International
06 - Mack
09 - Other

12. CAPACITY - the numeric code indicating the rated pupil capacity of busses and small carriers only.

13. TWO-WAY RADIO - code whether the vehicle is equipped with a two-way radio.

1 - Yes
2 - No

14. YEAR OF MANUFACTURE - the last two digits of the year in which the vehicle was manufactured.

15. YEAR OF ACQUISITION - the last two digits of the year in which the vehicle was acquired.

16. OWNERSHIP - ownership code of the vehicle.

1 - District
2 - Leased

17. COST - use the original cost or lease price of the vehicle. Use the cost figure to the nearest dollar.

FILE LAYOUT - VEHICLE RECORD

1

Record Type
4 0 2

1 — 3

2

County Code

4 — 6

3

District Code

7 — 10

4

Filler
0 0 0

11 — 13

5

Rec. Code
0

14

6

Vehicle Number

15 — 17

7

Filler
0 0 0 0 0

18 — 22

8

Sub. Rec. Code
0

23

9

Detail Number of Veh. Rec.

24 — 25

10

Type of Veh.

26

11

Make Code	
Body	Chas.

27 — 28 — 29

12

Capacity

30 — 31

13

Two-Way Radio

32

14

Year of Manufac.

33 — 34

15

Year of Acquis.

35 — 36

16

Owner-ship

37

17

Cost

38 — 42

FINANCE FILE

The MSEIP Finance Subsystem was concerned primarily with the SEA's need for a system of financial accounting that could provide control over fiscal resources and also provide information for effective decision making and evaluation in a program structure.

This subsystem was developed with the objective of introducing a program-oriented budgeting and accounting system into an area which has been traditionally fund-object oriented. This subsystem, its records, and their dimensions were developed for optimal recording and reporting at the district level.

Dimensions, as used here, imply a grouping of factors on which a financial data item may be classified. The fact that such items have several dimensions gives the system both simplicity and flexibility. The dimensions of a financial data item are: Fund, Type of Account; Organizational Unit; Area of Responsibility; Instructional Area; Course, Activity; and Object.

The Finance Subsystem data file would be maintained in county-district sequence. The records within each district file would be maintained by organizational unit. The Finance Subsystem consists of five separate accounts: Assets, Liability, Fund Balance, Revenue, and Expenditure (Table 3). It also provides flexibility in that it is designed for cash or accrual accounting, manual or machine processing, and can be implemented using only certain dimensions.

Table 3. FINANCE FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
600	County			601	Directory
601	District				600
602	Organization			603-607	601
603	Asset	1	42		602
604	Liability	1	42		602
605	Fund Balance	1	42		602
606	Revenue	1	40		602
607	Expenditure	1	37		602

Although there exists a Finance Subsystem master index to the level of organization, certain data items within, e.g. Area of Responsibility, would permit multiple file use on a summary basis.

When a state educational agency makes the decision to implement an integrated information system, it must be approached in at least two major phases. The other four subsystems, because of their similarities of problems and techniques to implement could be considered in one plan or phase, but the Finance System must be considered separately. Because of the impact that a new financial system has on local school districts, extreme care, planning, and training must be exercised. Unlike the other subsystems, the financial data are not available in the districts. No school districts have implemented a program-oriented budget and accounting system, hence, these data cannot be reported or collected at the present time. To completely change a state's uniform financial accounting is a process that will take several years to accomplish.

Perhaps a comment should be made for the relationship of the MSEIP financial accounting and some of the new concepts and efforts toward planning, programming, budgeting, systems (PPBS). For the discussion here, this relationship must be over simplified, but fundamentally it is this: (1) PPBS is an encompassing process of defining goals and objectives for education; establishing a program of activities that will accomplish the objectives complete with alternatives to choose from; formalizing these programs into the budgeting and accounting process; and lastly evaluating the programs in terms of the objectives and then a constant re-cycling of the process; (2) the MSEIP accounting system is one which encourages accounting for dollars in terms of areas of responsibilities, instructional areas, subjects, and activities as well as the customary fund-object. The MSEIP program-oriented budgeting and accounting system is designed, together with the other subsystems of facilities, instructional programs, personnel, and pupils, as an integrated information system to provide those data for reporting and decision-making for educators. Thus, the MSEIP system would support and supply the data necessary to implement PPBS and probably would serve the accounting functions of PPBS, but it is not PPBS <u>per se</u>.

Since these data could not be collected from local districts, the problem was to generate financial data for the MSEIP System demonstration in South Dakota. Thus, the data were manually generated for the five school districts used in the demonstration. Therefore the data are not real and only estimates of the districts' finances. As one enters into this area another problem quickly arises - what and how many expenditure accounts to use. One can become inundated with data and volumes of paper. To realize the magnitude of this problem, one should examine the possible combinations within the expenditure chart of accounts. For example, for the expenditure accounts alone, assuming every combination were appropriate, only one fund involved, and disregarding the courses to be taught, it would take 1,489,600 entries just to enter every combination <u>one</u> time. This illustrates the necessity to define accounts that are important and needed.

For the demonstration of the expenditure records, only certain combinations were used among the chart of accounts including Area of Responsibility, Instructional Area, Activity, and Object. Gross entries were made for these budget items and only limited revenue items were used.

There is no question that there are many benefits to be derived from the MSEIP program-oriented budgeting and accounting. It allows the analysis of a district's finances from many dimensions in reporting by Organization Unit (school), Area of Responsibility, Instructional Area, Course, Activity, and Objects. Therefore, many combinations can be obtained and summaries can be tabulated. For a detailed discussion of the MSEIP Financial Subsystem, one should refer to Chapter 700 of the MSEIP Documentation.

When implementing the MSEIP Finance Subsystem, a SEA should be aware, and take into consideration, two more recent major efforts - the revision by the USOE of Handbook II and the PPBES model of the Research Corporation of the Association of School Business Officials (RC-ASBO). Both of these efforts, like MSEIP, are attempting to develop a system that will support PPBS and the necessary chart of accounts to implement uniform financial accounting. The major difference, however, is that these later efforts are not directly considering the other subsystems necessary for an integrated information system. Thus, it is appropriate that some changes be taken in the approach.

The MSEIP Finance Subsystem does allow the flexibility to account by organizational unit (school - not necessarily a building) within a district. It also allows for accounting by: 1) major areas; such as instruction, administration, transportation, pupil services, food services, maintenance and operation, and community services; but does not try to group these by the traditional categories of instruction, supporting services, etc. This can easily be done for reporting once defined by the user; 2) accounting by instruction areas as defined by USOE Handbook VI; 3) by subject as defined by the local district's course number; 4) activity or special areas, or projects; and 5) objects as typically defined.

The MSEIP Finance Subsystem does not incorporate a code for the fiscal year. It considers the entire file a fiscal year and would not mix years so has no need for this code. It does not carry a code for a school term, such as six weeks or semester, but this information could be taken from the transaction or history file. Reporting cycles could also be established for any defined term. A code for school term is carried in the Instructional Program Subsystem, but financial data are not entered by term.

The MSEIP Finance Subsystem does not carry any data from the other subsystems except as needed for linkages. Three items, Area of Responsibility, Instructional Area, and Course Number are carried in other subsystems for a direct linkage to financial data. (For a detailed discussion of Local Course Number refer to the Instructional Programs Subsystem.)

1.. Record Type 603
1 3

2. County Code
4 6

3. District Code
7 10

4. Organization Code
11 13

ASSET

5 Type Account 14	6 Area of Respon. 15 17	7 Inst'l Area 18 19	8 Local Course # 20 22	9 Activity 23 24	10 Object 25 26	11 Fund 27 28	12 Specific Account 29 33	13 Asset Amount 34 42	Description (For office use-not in system)
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									

08 74

14. Record Type 6 0 4 (1 3)

15. County Code

16. District Code (4 6)

17. Organization Code (7 10)

(11 13)

L I A B I L I T Y

18 Type Account	19 Area of Respon.	20 Inst'l. Area	21 Local Course #	22 Activity	23 Object	24 Fund	25 Specific Account	26 Liability Amount	Description (For office use-not in system)
2									
2									
2									
2									
2									
2									
2									
2									
2									

81

75

27. Record Type 605
1 3

28. County Code
4 6

29. District Code
7 10

30. Organization Code
11 13

FUND BALANCE

31 Type Account 14	32 Area of Respon. 15 17	33 Instr'l Area 18 19	34 Local Course # 20 22	35 Activity 23 24	36 Object 25 26	37 Fund 27 28	38 Specific Account 29 33	39 Amount of Fund Balance 34 42	Description (For office use-not in system)
3									
3									
3									
3									
3									
3									
3									
3									
3									
3									

76

40. Record Type 606 (1 3)

41. County Code (4 6)

42. District Code (7 10)

43. Organization Code (11 13)

REVENUE

44 Type Account 14	45 Area of Respon. 15 17	46 Instr'l Area 18 19	47 Local Course 20 # 22	48 Activity 23 24	49 Object 25 26	50 Fund 27 28	51 Source & Type Rev 29 31	52 Amount of Revenue 32 40	Description (For office use not in system)
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									

53. Record Type 6 0 7 (1 3)

54. County Code (4 6)

55. District Code (7 10)

56. Organization Code (11 13)

EXPENDITURE

57 Type Account (14)	58 Area of Respons. (15 17)	59 Instr'l Area (18 19)	60 Local Course # (20 22)	61 Activity (23 24)	62 Object (25 26)	63 Fund (27 28)	64 Amount Expended (29 37)	Description (For office use-not in system)
5								
5								
5								
5								
5								
5								
5								
5								
5								
5								
5								

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INSTRUCTIONS FOR
FINANCE

1. RECORD TYPE - 603

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. TYPE OF ACCOUNT - 1

6. AREA OF RESPONSIBILITY - a major division or sub-division of school system operation. Use the codes provided below to indicate the area in which you provide services.

100-199	INSTRUCTION		
101	Instructional Services, Gen.	286	Evaluation
111	Classroom Teaching	291	Statistics
121	Library Services	296	Other R and D Services
131	Computer Assisted Instruction		
141	Educational TV Services	300-349	FACILITIES, MAINT. AND OPER.
151	Audiovisual Services		
161	Homebound Teaching	301	Plant Maint. and Oper., Gen.
200-249	GENERAL CONTROL	311	Site Maintenance
201	General Administration	316	Site Operation
206	Board of Education	321	Building Maintenance
211	Business and Finance	326	Building Operation
216	Data Processing	331	Built-in Equip., Maint.
221	Legal Services	336	Built-in Equip., Oper.
226	Personnel Administration	341	Movable Equip., Maint.
231	Warehousing & Distribution	346	Movable Equip., Oper.
236	Centralized Printing & Publication Services	350-399	FACILITIES, ACQ. OR IMPROVEMENT
241	Other General Control	351	Plant Acq./Improvement Gen.
250-269	INSTRUCTIONAL ADMINISTRATION	361	Site Acq./Improvement
251	Instructional Admin., Gen.	371	Building Acq./Improvement
256	Administration of a School	381	Built-in Equip. Acq./ Improvement
261	Improvement of Curr. and Instr.	391	Movable Equip. Acq./ Improvement
266	Other Instructional Admin.		
270-299	RESEARCH AND DEVELOPMENT	400-499	FOOD SERVICES
271	R and D, General	401	Food Services, Gen.
276	Research	411	Food Preparation and Serving
281	Development		

421	Transportation of Food
431	Other Food Services
500-549	PUPIL PERSONNEL
501	Pupil Services, Gen.
511	Attendance Services
516	Guidance Services
521	Social Work Services
526	Psychological Services
531	Therapeutic Services
541	Other Pupil Services
550-599	HEALTH SERVICES
551	Health Services, Gen.
561	Medical Services
566	School Nurse Services
571	Dental Services
581	Other Health Services
600-699	PUPIL TRANSPORTATION
601	Transportation, Gen.
611	Vehicle Operation
621	Vehicle Servicing and Maint.
631	Other Transportation Services
700-799	COMMUNITY SERVICES
701	Community Services, Gen.
711	Recreation
721	Civic Activity
731	Public Library Services
741	Custody and Detention
751	Welfare Activities
761	Nonpublic School Services
771	Other Community Services
800-899	OUTGOING TRANSFERS
801	Transportation Within State
811	Transportation Outside State
821	Tuition Within State
831	Tuition Outside State
900-999	DEBT SERVICE
911	Bond Redemption
921	Long Term Loan
931	Short Term Loan
941	Current Loan

7. INSTRUCTIONAL AREA - a two-digit code to indicate the general subject classification.

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations
15 - Social Studies
16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. & Sec. Education)
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Act.
22 - Athletic Cocurricular Act.
23 - Music Cocurricular Activities
24 - School Services Cocurricular Activities
25 - Cocurricular Social Organ.
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

8. LOCAL COURSE NUMBER - a three-digit local course number that has been assigned by the local district.

9. ACTIVITY - a two-digit code section to be used for gathering together all of the costs, salaries, supplies, equipment, etc. of a specific type of work regardless of the Organizational Unit, Area of Responsibility, or Instructional Area.

02 - Accounting
04 - Administrative
06 - Architectural
08 - Auditing
10 - Census
12 - Clerical and Secretarial
14 - Counseling
16 - Custodial
18 - Guard and Police
20 - Health or Medical
22 - Maintenance and Repair
24 - Recruiting Personnel
26 - Pathological
28 - Supervisory
30 - Teaching
32 - Teaching Assistance
34 - Therapeutic
36 - Transportation, Pupils
38 - Transportation, Other
40 - Warehousing and Distributing
50 - ESEA 89-10
51 - Title I
52 - Title II

10. OBJECT - a two-digit code identifies the object classification. This code should be used for all expenditures to identify that which is received in exchange for an expenditure.

10 - SALARIES
  11 - Certificated, Regular
  12 - Certificated, Temporary
  13 - Certificated, Substitute
  16 - Noncertificated, Regular
  17 - Noncertificated, Temporary
  18 - Noncertificated, Substitute

20 - EMPLOYEE BENEFITS
  21 - Social Security
  22 - State Retirements
  23 - Municipal Retirements
  24 - Local District Retirements
  25 - Health Insurance
  26 - Life Insurance
  27 - Guaranteed Income Insurance
  28 - Workmen's Compensation
  29 - Other Benefits

30 - SUPPLIES
  31 - Textbooks
  32 - Textbooks, resale or rental
  33 - General Supplies
  34 - General Supplies for resale
  35 - Library Materials

40 - CONTRACTED SERVICES
  41 - Consultation
  42 - Other Non-Staff Personnel
  43 - Transportation
  44 - Tuition
  45 - Repairs
  46 - Insurance
  47 - Memberships
  48 - Rentals
  49 - Other Contracted Services (Except Utilities)

50 - CONTRACTED SERVICES, UTILITIES
  51 - Electricity
  52 - Telephone and Telegraph
  53 - Water
  54 - Sewer
  55 - Gas
  56 - Oil
  57 - Coal
  58 - Other Utilities

60 - EMPLOYEE TRAVEL
- 61 - Travel Within District
- 62 - Travel Outside District

70 - FACILITIES
- 71 - Site Purchase
- 72 - Site Improvement
- 73 - Building Purchase
- 74 - Building Lease or Lease Purchase
- 75 - Building Improvement

80 - EQUIPMENT
- 81 - Furniture, New
- 82 - Furniture, Replacement
- 83 - Machinery and Apparatus, New
- 84 - Machinery and Apparatus, Replacement
- 85 - Vehicles, New
- 86 - Vehicles, Replacement

90 - DEBT SERVICE
- 91 - Principal
- 92 - Interest

11. FUND - the classification used to set monies aside to meet a special objective. (Each SEA should assign numbers to the funds that are used by its' districts.)

- 10 - General Fund
- 11 - ESEA (Elementary and Secondary Education Act P.L. 89-10)
- 20 - Building Fund
- 30 - Bond Redemption
- 40 - Special Education

12. SPECIFIC ACCOUNT - a five-digit code to identify the specific asset account. (If amounts need to be recorded to the penny, this field will have to be expanded two digits.)

13. ASSET AMOUNT - right justify the amount of the asset to the nearest dollar.

14. RECORD TYPE - 604

15-17 - same as 2-4.

18. TYPE OF ACCOUNT - 2

19-24 - same as 6-11.

25. SPECIFIC ACCOUNT - a five-digit code to identify the specific liability account. (If amounts need to be recorded to the penny, this field will have to be expanded two digits.)

26. LIABILITY AMOUNT - right justify the amount of the liability to the nearest dollar.

27. RECORD TYPE - 605

28-30 - same as 2-4.

31. TYPE OF ACCOUNT - 3

32-37 - same as 6-11

38. SPECIFIC ACCOUNT - a five-digit code to identify the specific fund balance account. (If amounts need to be recorded to the penny, this field will have to be expanded two digits.)

39. FUND BALANCE AMOUNT - right justify the amount of the fund balance to the nearest dollar.

40. RECORD TYPE - 606

41-43 - same as 2-4.

44. TYPE OF ACCOUNT - 4

45-50 - same as 6-11

51. SOURCE AND TYPE OF REVENUE - the following three-digit codes are to be used to identify the source and type of the revenue.

100 - REVENUE FROM LOCAL SOURCES
- 110 - Property Taxes
  - 111 - Current Taxes
  - 112 - Back/Delinquent Taxes
  - 113 - Taxes in Advance
  - 114 - Payment in Lieu of Taxes

120 - Sales Taxes
- 121 - Current Taxes
- 122 - Back/Delinquent Taxes
- 123 - Taxes Advanced
- 124 - Payments in Lieu of Taxes

130 - Income Taxes
- 131 - Current Year Taxes
- 132 - Back/Delinquent Taxes
- 133 - Taxes Advanced
- 134 - Payments in Lieu of Taxes

140 - Special Taxes
- 141 - Current Year Taxes
- 142 - Back/Delinquent Taxes
- 143 - Taxes Advanced
- 144 - Payments in Lieu of Taxes

150 - Tuition
- 151 - Tuition from Students
- 152 - Tuition from Patrons

160 - Transportation
- 161 - Transportation Fees from Students
- 162 - Transportation Fees from Patrons
- 163 - Transportation Fees from Other Sources

170 - Student Sources
171 - Fees and Rentals
172 - Athletic Activities
173 - Music Activities Receipts
174 - Food Services Receipts
175 - Other

180 - Interest

190 - Other Revenue from Local Sources

200 - REVENUE FROM INTERMEDIATE SOURCES
210 - Property Taxes
211 - Current Taxes
212 - Back/Delinquent Taxes
213 - Taxes in Advance
214 - Payments in Lieu of Taxes

220 - Sales Taxes
221 - Current Taxes
222 - Back/Delinquent Taxes
223 - Taxes Advanced
224 - Payments in Lieu of Taxes

230 - Income Taxes
231 - Current Year Taxes
232 - Back/Delinquent Taxes
233 - Taxes Advanced
234 - Payments in Lieu of Taxes

240 - Special Taxes
241 - Current Year Taxes
242 - Back/Delinquent Taxes
243 - Taxes Advanced
244 - Payments in Lieu of Taxes

250 - Tuition
251 - Tuition from Students
252 - Tuition from Patrons

260 - Transportation
261 - Transportation Fees from Students
262 - Transportation Fees from Patrons
263 - Transportation Fees from Other Sources

270 - Student Sources
271 - Fees and Rentals
272 - Athletic Activities
273 - Music Activities Receipts
274 - Food Services Receipts
275 - Other

280 - Interest

290 - Other Revenue From Intermediate Sources
- 291 - Gifts
- 292 - Facilities Rental
- 293 - Other

300 - REVENUE FROM STATE SOURCES
- 310 - State Foundation Program
- 320 - Transportation
- 330 - Driver Education
- 340 - Special Education
- 350 - Vocational Education
- 360 - Monies in Lieu of Taxes
- 390 - Other Revenue from State Sources

400 - REVENUE FROM FEDERAL SOURCES
- 410 - Vocational Education
  - 411 - Agriculture
  - 412 - Distributive Education
  - 413 - Health Occupation Education
  - 414 - Home Economics
  - 415 - Office Education
  - 416 - Technical Education
  - 417 - Trades and Industrial Education
  - 418 - Practical Nurse Training (P.L. 84-911)
  - 419 - Area Vocational Education (P.L. 85-864 Title VIII)
  - 420 - Vocational Education Act 1963 (P.L. 88-210)
  - 421 - Manpower Development Training Act 1962 - Indian Vocational Training (P.L. 88-214)
  - 422 - Manpower Development Training Act 1962 - Training Programs (P.L. 89-15)
  - 423 - Public Health Training - Traineeship (P.L. 88-498)
  - 424 - Public Health Service Act - Nurse Training (Title VIII)
  - 425 - Welfare Education Program - ADC - (P.L. 87-543)
  - 426 - Vocational Rehabilitation (P.L. 66-236)
  - 427 - Social Security Amendments 1956 - Research and Demonstration Projects (P.L. 84-880)
  - 428 - Appalachian Regional Development Act 1965 (P.L. 89-4)

430 - Educational Opportunity Act 1964 (P.L. 88-452)
- 431 - Title IB - Neighborhood Youth Corps
- 432 - Title IIA - Community Action Programs (Basic Adult Education)
- 433 - Title IIA and IIIB - Special Poverty Programs

440 - Elementary and Secondary Education Act (P.L. 89-10)
- 441 - Title I - Educationally Deprived
- 442 - Title II - Library
- 443 - Title III - Supplementary Education
- 444 - Title VI - Special Education

450 - National Defense Education Act (P.L. 864)
  451 - Title III - Instruction
  452 - Title VA - Guidance

460 - Miscellaneous
  461 - Federal Forest Lands
  462 - Flood Control
  463 - Grazing Land
  464 - Johnson-O'Malley Act (P.L. 73-167)
  465 - Adult Education-Indian Program (P.L. 67-85)
  466 - Mineral Leases
  467 - National School Lunch Program
  468 - School Milk Program
  469 - Construction/Federally Impacted Areas (P.L. 81-815)
  470 - Maintenance and Operation/Federally Impacted Areas (P.L. 81-874)
  471 - Assistance for Public Schools Affected by Major Disasters (P.L. 89-313)
  472 - Immigration and Nationality Act (P.L. 414)
  473 - Juvenile Delinquency and Youth Offenses Control Act 1961 (P.L. 87-274)
  474 - Migrant Health Act 1962 (P.L. 87-692)
  475 - Vaccination Assistance Act 1962 (P.L. 87-868)
  476 - Educational Television Broadcasting Facilities (P.L. 87-447)
  477 - Library Services and Construction (P.L. 88-269)
  478 - Title II - Civil Rights Act 1964 (P.L. 88-353)
  479 - Title IV - Civil Rights Act 1964 (P.L. 88-353)
  480 - Teaching Materials for the Blind (20 USC 101-105)
  481 - Research and Demonstration Projects in Education of the Handicapped (P.L. 88-164)
  482 - Area Redevelopment Act (P.L. 87-27)
  483 - Civil Defense Adult Education Program

490 - Other
  491 - Federal Reimbursements

500 - SALE OF PROPERTY
  510 - Sale of Equipment
  520 - Sale of Buildings
  530 - Sale of Sites

900 - INCOMING TRANSFERS
  910 - Tuition from within the state
  920 - Tuition from outside the state
  930 - Transportation from within the state
  940 - Transportation from outside the state

52. REVENUE AMOUNT - right justify the amount of revenue to the nearest dollar.

53. RECORD TYPE - 607

54-56 - same as 2-4.

57. TYPE OF ACCOUNT - 5

58-63 - same as 6-11

64. EXPENDED AMOUNT - right justify the amount expended to the nearest dollar.

FILE LAYOUT - FINANCE

1	2	3	4	5	6	7	8	9	10	11	12
Record Type	County Code	District Code	Organization Code	Type of Acct.	Area of Respon.	Inst. Area	Local Course Number	Activity	Object	Fund	Specific Account
6 0 3				1							
1 3	4 6	7 10	11 13	14	15 17	18 19	20 22	23 24	25 26	27 28	29 33

13	14	15	16	17	18	19	20	21
Asset Amount	Record Type	County Code	District Code	Organization Code	Type of Acct.	Area of Respon.	Inst. Area	Local Course Number
	6 0 4				2			
34 42	1 3	4 6	7 10	11 13	14	15 17	18 19	20 22

22	23	24	25	26
Activity	Object	Fund	Specific Account	Liability Amount
23 24	25 26	27 28	29 33	34 42

27	28	29	30
Record Type	County Code	District Code	Organization Code
6 0 5			
1 3	4 6	7 10	11 13

31	32	33	34	35	36	37	38	39
Type of Acct.	Area of Respon.	Inst. Area	Local Course Number	Activity	Object	Fund	Specific Account	Fund Balance Amount
3								
14	15 17	18 19	20 22	23 24	25 26	27 28	29 33	34 42

FILE LAYOUT - FINANCE (cont.)

40	41	42	43	44	45	46	47	48	49	50
Record Type	County Code	District Code	Organization Code	Type of Acct.	Area of Respon.	Inst. Area	Local Course Number	Activity	Object	Fund
6 0 6				4						
1 3	4 6	7 10	11 13	14	15 17	18 19	20 22	23 24	25 26	27 28

51	52
Source & Type Revenue	Revenue Amount
29 31	32 40

53	54	55	56	57	58	59	60	61	62	63	64
Record Type	County Code	District Code	Organization Code	Type of Acct.	Area of Respon.	Inst. Area	Local Course Number	Activity	Object	Fund	Expended Amount
6 0 7				5							
1 3	4 6	7 10	11 13	14	15 17	18 19	20 22	23 24	25 26	27 28	29 37

INSTRUCTIONAL PROGRAMS FILE

The Instructional Programs Subsystem is designed to provide a means of gathering and storing data concerning each course and section (class) as well as activities (non-instructional and cocurricular) conducted in each organizational unit (school) in each district. The dimensions included in this subsystem are qualitatively oriented but deal specifically with quantitative data only. For the South Dakota demonstration, data were collected only on the regular instructional program conducted during the normal school day (no adult education or cocurricular activities).

The dimensions of the Instructional Programs Subsystem are delineated by the instructional area code and subject area. All the records in the Instructional Programs data file are fixed length and have the same format (Table 4).

Table 4. INSTRUCTIONAL PROGRAMS FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
300	County			301	Directory
301	District			302	300
302	Organization			303	301,302
303	Instructional Prog.	2	126		302

The Instructional Programs index is designed to allow direct access to the organizational unit and then the class record can be searched.

The principal sequence of the Instructional Programs data file will be determined by district sequence; organizational unit within district; and course/section at the most detailed level. The course/section data item is constructed from the section number within the local course number, within an instructional area.

There are several problem areas that should be analyzed before decisions are made in implementing the Instructional Programs Subsystem.

1. The Instructional Area, item 5, and the Course Title Number, item 9, are not as yet uniformly defined and used in states. Hence, the entry for these items is arbitrarily made by teachers. To correct

this problem, an implementing SEA should adopt a list of course titles in advance of collection (at least one year) and strongly encourage its use by local districts.

2. The Local Course and Section Number, items 6 and 7, are not available in all districts. They are usually available only in districts that computer schedule. Therefore, these code numbers must be generated and assigned for each class section and distributed to teachers before they can enter them on the collection form. This is no small task. The Local Course and Section Number is also carried as a link in the Pupil Record and the Personnel Record. If the Instructional Area and Course Title are to be made uniform and adopted by SEA's (and it must be to be meaningful) then these numbers should be used as linkages and eliminate the Local Course and Section Number as it now appears. However, a Section Number would have to be retrained to differentiate between class sections and it means a larger field (more digits) would be carried.

3. The Class/Activities Records were developed along the lines of traditional administrative organizational patterns. Therefore, it does not lend itself well to newer practices - nongraded schools, continual progress, open spaces, team teaching, small and large groups, and independent study.

4. The Class/Activity Records were designed primarily for the secondary school curriculum. Hence, it may not be as appropriate for the elementary school programs. It also becomes a burdensome task for teachers (elementary and secondary) who have assignments that may number as high as 20 to 30 - a Class/Activity must be completed on each assignment even though, in some cases, the only fields that change are the Section Number and the Number of Pupils, items 7, 29, and 30. This requires a teacher to complete an unmanageable number of forms. Another weakeness is the Content Descriptors, item 23, do not adequately describe those offerings frequently taught at the elementary level. (i.e. listening, following directions, etc.)

5. Another concern for the Instructional Program Subsystem is the cycle of collecting and updating the data. One must answer whether or not the data is collected early in the Fall (before the fact) or in the Spring (after the fact) or maybe both times. One must also answer if you enter all courses taught in a year or just those offered at the time of collection.

The Class/Activity Record is number 303 and consists of two cards. It is recommended that these "controls" be placed in the collection document so they will not be overlooked when being processed. They are necessary for proper file building and sequencing.

2. COUNTY CODE: A three digit code supplied by the SEA.

3. DISTRICT CODE: A four digit code supplied by the SEA.

4. ORGANIZATION CODE: This is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5 and 9. INSTRUCTIONAL AREA AND COURSE TITLE NUMBER: It would be helpful in completing the form if people were instructed to complete items 5 and 9 at the same time since the two items compose the area and subject and can be found together in the Documentation. One should also realize that Course Title codes are not unique among Instructional Areas.

Certain areas might need to be added or expanded to meet unique situations. For example, it is not obvious whether a librarian or guidance person would report; however, this could possibly be done with slight modifications of Instructional Area 18. One should realize that this code is also located in the Personnel File as Fields, Areas, and Services and also as Instructional Area. This item is not only a linkage, but is also used to check certification against assignments. Any change made in the item should be made in all related subsystems.

Modifications in Course Titles should be considered.

Instructional Area
05 = English Language Arts (see Documentation, page 185), add the following Course Titles:
050244 = Phonics
050342 = Shakespeare
050370 = The Novel
050410 = The Essay
050550 = Mass Media
050900 = Philosophy

18 = General Elementary Education and General Secondary Education (add)
180500 = Listening
180510 = Following instructions
180520 = Motor skill development
180530 = Social adjustment
180540 = Work habits
180600 = Library
180700 = Administration
180710 = Elementary administration
180720 = Secondary administration

6 and 7. LOCAL COURSE AND SECTION NUMBER: Refer to number 2, page 91.

15. SPACE LOCATION NUMBER: The Space Location Number is the Building Number, Building Unit, and Space Number in which the class is taught. This item should be renamed for clarity.

17. TERM: In order to accommodate the six to nine week quarter terms, which is quite common in high school as compared to 11 or 15 week quarters, which is basically a college breakdown, this item should be changed to a two digit or alpha field. Code responses could include the following and expanded to fit other situations.

Quarter (six to nine weeks during the regular school year)

01 = First quarter
02 = Second quarter
03 = Third quarter
04 = Fourth quarter
05 = First and second quarters
06 = First and third quarter
07 = First and fourth quarter
08 = Second and third quarter
09 = Second and fourth quarter
10 = Third and fourth quarters
11 = All quarters
12 - Summer quarter

Semester (16 to 20 weeks during the regular school year)

20 = Fall
21 = Spring
22 = Fall and Spring
23 = Summer
99 = Other, specify

19. TYPE OF PUPILS: This item is related to item 19 in the Pupil Record and should be carried as a two digit field so it would be exactly the same.

21. COURSE MEETS REQUIREMENTS: It was generally observed that teachers did not know what official requirements the course meets. In any case, several of the coded responses are vague and repetitive that they are not descriptive or discriminating. Therefore, it is suggested that multiple responses would be allowed or even consider the following responses:

0 = Does not apply
1 = State requirement
2 = District requirement for graduation
3 = Elective
9 = Other, specify

23. CONTENT DESCRIPTORS: This item allows the teacher to select up to seven "descriptors" of the class. These descriptors are to be ranked in order of importance and entered on the form in that order. A teacher does not have to use all seven responses and unused spaces should be left blank.

One should realize that descriptor codes are not unique among Instructional Areas and, therefore, care should be exercised to see that teachers select their content descriptors from the same Instructional Area as the Course Title being recorded. For example, if one were reporting on a course titled "Science and Health, 13-2600", the Instructional Area 13 - Natural Sciences (Documentation, page 233) and not 08 - Health, Safety, Physical Education (Documentation, page 227) should be used for selection of descriptors. Conversely, if the course were reported as 08-0120 - Health and Safety, then content descriptors from Health (08) should be used.

The following modifications of Content Descriptors should be considered:

13 = NATURAL SCIENCES: Add the following to allow for descriptors for health units offered as a part of science:
500 = Health, education
501 = Community health
503 = Disease prevention and control
504 = Environmental health
505 = Family life education

506 = First aid
507 = Growth and development
508 = Harmful substances
509 = Health careers
510 = Health maintenance and care
511 = International health
599 = Other science/health information

18 = GENERAL ELEMENTARY EDUCATION AND GENERAL SECONDARY EDUCATION
100 = Listening
101 = Listen to instructor
102 = Listen to other students
103 = Listen to audio materials
149 = Other

150 = Follows instructions
151 = Follows health rules
152 = Follows safety rules
153 = Follows written instructions
154 = Follows oral instructions
199 = Other

200 = Motor skill development
201 = Dexterity skills
202 = Physical management
203 = Mobility training
204 = Self-help skills
205 = Use of devices and equipment
206 = Personal safety
249 = Other

250 = Social adjustment
251 = Consideration for others
252 = Independent work
253 - Work and play cooperatively
254 = Accept responsibility
255 = Self confidence
299 = Other

300 = Work habits
301 = Ability to use reference materials
302 = Neat and orderly work
303 = Care in use of property and materials
304 = Uses time to good advantage
305 = Carries work to a practical finish
349 = Other

18. TEXT USAGE: To be consistent, the following change in coded responses is recommended:

0 = No text - class is not based on a textbook, but uses other resources.
1 = Single text - one text used as the primary basis of the class
2 = Multitext - more than one text used as the basis of the class

19. TEACHING MEDIA USED: There was difficulty in collecting and entering this item correctly. It is a multiple response item and the teacher is to enter (left justify) the code of each media used. There is no significance given to the order of the responses. The method used also creates a burden on the retrieval system, since every position must be read for every response. Thus, it is possible to have eight factorial (40,320) combinations to search. For this reason the following method is suggested for the collection of this item:

Specific Media (see instructions)							
1	2	3	4	5	6	7	8

Enter: 1 = Yes (media are used)
2 = No (media are not used)

INSTRUCTIONAL PROGRAMS

This form developed for MSEIP demonstration in South Dakota.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO - MICHIGAN

MSEIP

MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

DATA COLLECTION FORM

Sheet _____ of _____

CLASS / ACTIVITY RECORD

Record of Each Class or Activity Assignment of Each Teache

Record Type	County Code	District Code	Organization Code
1 (3 0 3)	2	3	4

Inst. Area	Local Course No.	Section Number		Course Title Number	Seq. Yr.	Level of Diff.	Year or Grade Level	Social Security Number
5	6	7	8 (1)	9	10	11	12	13
14				22				40

Site Number	Space Location Number	Sch. Yr.	Term	Type of Program	Type of Pupils	Credit Units	Course Meets Req.
14	15	16	17	18	19	20	21
							61

	Content Descriptors							Text Usage
22 (2)	23	23	23	23	23	23	23	24
	22						40	

Teaching Media Used	Number of Days	Minutes Per Week	Percent of time in Lab.	Number of Male Pupils	Number of Female Pupils
25	26	27	28	29	30
50					65

Record Type	County Code	District Code	Organization Code
1 (3 0 3)	2	3	4

CLASS / ACTIVITY RECORD

Record of Each Class or Activity Assignment of Each Teache

Inst. Area	Local Course No.	Section Number		Course Title Number	Seq. Yr.	Level of Diff.	Year or Grade Level	Social Security Number
5	6	7	8 (1)	9	10	11	12	13
14				22				40

Site Number	Space Location Number	Sch. Yr.	Term	Type of Program	Type of Pupils	Credit Units	Course Meets Req.
14	15	16	17	18	19	20	21
							63

	Content Descriptors							Text Usage
22 (2)	23	23	23	23	23	23	23	24
	22						40	

Teaching Media Used	Number of Days	Minutes Per Week	Percent of time in Lab.	Number of Male Pupils	Number of Female Pupils
25	26	27	28	29	30
50					65

INSTRUCTIONS FOR
INSTRUCTIONAL PROGRAMS

1. RECORD TYPE - 303

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. INSTRUCTIONAL AREA - a two-digit code to indicate the general subject classification.

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations
15 - Social Studies
16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. & Sec. Education)
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Activities
22 - Athletic Cocurricular Activities
23 - Music Cocurricular Activities
24 - School Services Cocurricular Activities
25 - Cocurricular Social Organizations
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

6. LOCAL COURSE NUMBER - a three-digit local course number that has been assigned by the local district.

7. SECTION NUMBER - a two-digit section number that has been assigned by the local district.

8. CARD NUMBER - 1

9. COURSE TITLE NUMBER - use the <u>last four digits only</u>, of the six digit listings to indicate, most accurately, the name of the course.

9. COURSE TITLE NUMBER: Use the last four digits only, of the six digit listings below.

01—AGRICULTURE

Code	Course Title
011000	Agriculture (Nonvocational)
011100	Agriculture Production (Nonvocational)
011110	Animal Science (Nonvocational)
011120	Plant Science (Nonvocational)
011121	Crops (Nonvocational)
011122	Soils (Nonvocational)
011130	Farm Mechanics (Nonvocational)
011140	Farm Business Management (Nonvocational)
011200	Agricultural Supplies (Nonvocational)
011300	Agricultural Mechanics (Nonvocational)
011310	Agricultural Power and Machinery (Nonvocational)
011400	Agricultural Products (Nonvocational)
011410	Agricultural Food Products (Nonvocational)
011420	Agricultural Non-food Products (Nonvocationa
011500	Ornamental Horticulture (Nonvocational)
011540	Landscaping (Nonvocational)
011600	Agricultural Resources (Nonvocational)
011700	Forestry (Nonvocational)
011900	Other Agriculture (Nonvocational)
012000	Agriculture (Vocational)
012100	Agriculture Production (Vocational)
012110	Animal Science (Vocational)
012120	Plant Science (Vocational)
012121	Crops (Vocational)
012122	Soils (Vocational)
012130	Farm Mechanics (Vocational)
012140	Farm Business Management (Vocational)
012200	Agricultural Supplies (Vocational)
012300	Agricultural Mechanics (Vocational)
012310	Agricultural Power and Machinery (Vocational)
012400	Agricultural Products (Vocational)
012410	Agricultural Food Products (Vocational)
012420	Agriculture Non-food Products (Vocational)
012500	Ornamental Horticulture (Vocational)
012540	Landscaping (Vocational)
012600	Agriculture Resources (Vocational)
012700	Forestry (Vocational)
012900	Other Agriculture (Vocational)

02—ART

Code	Course Title
020000	Art
020010	Applied Art
020020	Major Art
020030	General Fine Art
020101	Art History
020104	Art Appreciation
020105	Art Appreciation and Cultural Art
020106	Cultural Art
020200	Art Studio
020201	Art Talent
020202	Art Media and Techniques
020210	Design
020211	Commercial Art
020220	Commercial Design
020221	Graphics
020223	Fashion Design
020224	Technical Illustration
020225	Interior Decorating
020230	Architectural and Industrial Design
020232	Industrial Design
020233	Interior Design
020235	Special Design
020236	General Design
020240	Crafts
020241	Metal and Jewelry
020242	Ceramics
020243	Textile Design
020244	Special Crafts
020245	Arts and Crafts
020246	General Crafts
020247	General Crafts and Design
020250	Drawing
020251	Drawing and Designing
020252	Drawing and Painting
020253	Freehand Drawing
020254	Life Drawing
020255	Posters and Display
020256	School Service Art
020257	Lettering
020260	Painting
020261	Painting, Drawing and Sculpture
020262	Watercolors
020270	Photography
020280	Printmaking
020290	Sculpture

03—BUSINESS EDUCATION

Code	Course Title
030100	Accounting
030107	Data Processing Accounting
030200	Advertising
030300	Bookkeeping
030305	Machine Bookkeeping
030307	Record Keeping
030500	Business Arithmetic
030600	Business Communications
030601	Business English
030800	Business Finance
030801	Banking
030900	Business Law
031000	Business Machines
031005	Office Machines
031100	Business Psychology
031300	Office Work Experience
031301	Business Work-study
031302	Cooperative Business Education
031303	Cooperative Office Education
031304	Vocational Office Education
031400	Clerical Practices
031700	Data Processing and Computer Operations
031701	Data Processing (Instruction)
031702	Data Processing Systems
031704	Data Processing Programming
031706	Data Processing Equipment Operation
031707	Electric Accounting Machines
032000	Exploratory Business Practice
032100	Filing
032300	General Business
032601	Junior Business Training
032602	Business Organization and Management
032604	Merchandising
032605	Office Procedures
032800	Office Practices
033300	Salesmanship
033400	Shorthand
033401	Machine Shorthand
033402	Personal Use Shorthand
033500	Typing
033501	Personal Typing

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

04 — DISTRIBUTIVE EDUCATION

Code	Course Title
040010	Distributive Education
040014	Marketing
040015	Distribution
040016	Distribution and Marketing
040017	Work Experience
040018	Cooperative Work-study
040101	Advertising
040102	Apparel
040103	Automotive and Petroleum
040104	Finance and Credit
040105	Food Distribution
040106	Food Service
040107	General Merchandise
040108	Hardware, Building, and Farm Materials
040109	Home Furnishings
040110	Hotel and Lodging
040111	Insurance
040112	International Trade
040113	Management
040114	Marketing
040115	Mid-management
040116	Real Estate
040117	Retail Trade
040118	Transportation
040119	Wholesale Trade

06 — FOREIGN LANGUAGES

Code	Course Title
060101	Arabic (Classical)
060102	Chinese (Classical)
060103	Greek (Classical)
060104	Hebrew (Classical/Biblical)
060105	Latin (Classical)
060199	Other Classical Languages
060201	Arabic, Modern Standard
060202	Arabic, Colloquial
060203	Chinese, Modern Mandarin
060204	Chinese, Cantonese
060205	Czech
060206	English as a Foreign Language
060207	Finnish
060208	French
060209	German
060210	Greek, Modern
060211	Hawaiian
060212	Hebrew, Modern
060213	Italian
060214	Japanese
060215	Norwegian
060216	Polish
060217	Portuguese
060218	Russian
060219	Spanish
060220	Swedish
060299	Other Modern Foreign Languages

05 — ENGLISH LANGUAGE ARTS

Code	Course Title
050000	English
050010	English Fundamentals
050020	English Seminar
050030	English Workshop
050040	Practical English
050050	College Prep English
050060	Business English
050100	Language Skills
050110	Reading
050111	Reading Readiness
050113	Developmental Reading
050116	Individualized Reading
050119	Reading for Enrichment
050120	Handwriting
050124	Penmanship
050130	Spelling
050140	Language Arts
050141	Vocabulary
050200	Linguistics
050220	Grammar
050221	Fundamental Grammar
050222	Language-linguistics
050223	Language Orientation
050240	History of the English Language
050241	Language Culture
050242	Language Background
050243	Introduction to Language
050270	Principles of Language
050271	Experimental Language
050272	Exploratory Language
050273	Comparative Language
050274	English as a Second Language
050275	English for Foreigners
050276	General Foreign Language
050300	Literature
050301	General Literature
050310	American Literature
050311	American Folklore
050320	Bible Literature
050330	Classical Literature
050334	Poetry
050337	Drama
050340	English Literature
050341	Great Books
050350	World Literature
050353	Modern Literature
050368	Mythology
050369	Humanities
050400	Composition
050420	Writing
050423	Creative Writing
050425	Writing Laboratory
050426	Writing Workshop
050430	Journalism
050439	Publications
050500	Speech
050511	Public Speaking
050512	Debate
050541	Radio-Video
050600	Dramatics
050610	Stage and Drama
050700	Library Science
050800	Study Skills

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

07—HEALTH OCCUPATIONS

Code Course Title

(Course title keys used herein represent occupational titles or clusters of such titles. Preparation for these occupations consists of subject matter content drawn from other subject areas, as well as content designed for and unique to the specific occupation.)

070100—Dental Services
070101—Dental Assistant
070102—Dental Hygienist
070103—Dental Laboratory Technician
070120—Clinical Laboratory Technician
070130—Dental Mechanics, Technician

070200—Medical Services
070201—Cytology Technician
070202—Histology Technician
070203—Medical Laboratory Assistant
070204—Nurse, Associate Degree
070205—Nurse, Practical (Vocational)
070206—Nurses Aide
070207—Biomedical Technician
070208—Hospital Food Service Supervisor
070209—Inhalation Therapy Technician
070210—Medical Records Technician
070211—Medical X-Ray Technician
070212—Optician
070213—Surgical Technician
070214—Occupational Therapy Assistant
070215—Physical Therapy Technician
070216—Medical Technician, General

070220—Nursing
070230—Medical Assistant
070240—Optometric Assistant
070241—Optometric Mechanics, Technician
070242—Radiological Health Technician
070243—Premedical
070244—Optical Mechanics
070245—Hospital Ward Aide

070301—Electroencephalograph Technician
070302—Health Education Technician
070303—Home Health Aide
070304—Medical Emergency Technician
070305—Medical Psychiatric Social Worker Assistant
070306—Nuclear Medical Technician
070307—Orthoptic Technician
070308—Orthotist
070309—Radiation Therapy Technician
070310—Operating Room Technician
070320—Medical Library Assistant

08—HEALTH, SAFETY, PHYSICAL EDUCATION

Code Course Title

080100—Health
080105—Sex Education
080106—First Aid
080110—Health and Physical Education
080120—Health and Safety

080200—Safety

080400—Physical Education
080401—Adaptive Physical Education
080403—Physical Education, Coeducational
080406—Individual Sports
080409—Team Sports
080413—Physical Education, Female
080419—Varsity Sports, Female
080423—Physical Education, Male
080429—Varsity Sports, Male

080500—Recreation

080600—R.O.T.C. Drill

09—HOME ECONOMICS

Code Course Title

090000—Home Economics (Nonvocational)
091001—Homemaking (Nonvocational)
091010—Comprehensive Home Economics (Nonvocational)
091020—Child Development (Nonvocational)
091030—Clothing and Textiles (Nonvocational)
091031—Dressmaking (Nonvocational)
091032—Costume Design/Selection (Nonvocational)
091033—Glovemaking (Nonvocational)
091034—Millinery (Nonvocational)
091035—Tailoring (Nonvocational)
091036—Weaving (Nonvocational)
091040—Consumer Education (Nonvocational)
091060—Family Relations (Nonvocational)
091061—Family Living (Nonvocational)
091062—Modern Family Living (Nonvocational)
091063—Personal Family and Social Relations (Nonvocational)
091064—Personal Living (Nonvocational)
091065—Training for Marriage (Nonvocational)
091070—Foods and Nutrition (Nonvocational)
091071—Nutrition (Nonvocational)
091080—Home Management (Nonvocational)
091090—Housing and Home Nursing (Nonvocational)
091110—Health and Home Nursing (Nonvocational)
091120—Home Economics Seminar (Nonvocational)
091150—Home Services (Nonvocational)

092000—Home Economics (Vocational)
092001—Homemaking (Vocational)
092010—Comprehensive Home Economics (Vocational)
092020—Child Development (Vocational)
092030—Clothing and Textiles (Vocational)
092031—Dressmaking (Vocational)
092032—Costume Design and Selection (Vocational)
092033—Glovemaking (Vocational)
092034—Millinery (Vocational)
092036—Weaving (Vocational)
092040—Consumer Education (Vocational)
092060—Family Relations (Vocational)
092061—Family Living (Vocational)
092062—Modern Family Living (Vocational)
092063—Personal Family and Social Relations (Vocational)
092064—Personal Living (Vocational)
092065—Training for Marriage (Vocational)
092070—Foods and Nutrition (Vocational)
092071—Nutrition (Vocational)
092080—Home Management (Vocational)
092090—Housing and Home Furnishings (Vocational)
092110—Health and Home Nursing (Vocational)
092150—Home Services (Vocational)

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

10 — INDUSTRIAL ARTS

Code	Course Title
100000	Industrial Arts
100010	Industrial Arts Theory
100020	Industrial Arts Shop
100030	Industrial Arts Laboratory
100100	Construction
100101	Pre-engineering
100102	Pre-engineering Shop
100110	Carpentry
100120	Cabinetmaking
100200	Crafts
100201	Art Metals Crafts
100202	Ceramics Crafts
100204	Plastics Crafts
100205	Leather Crafts
100206	Textiles Crafts
100207	Creative Crafts
100208	Upholstery
100300	Drafting
100301	Drafting Architectural
100305	Drawing, Engineering
100307	Drawing, Mechanical
100309	Drawing, Machine
100319	Drawing, Shop
100329	Blueprints
100339	Patternmaking
100400	Electricity and Electronics
100401	Electricity
100403	Electronics
100404	Radio Technical Electricity
100500	Elementary Industrial Arts
100502	Handicrafts
100600	General I. A. Shop
100604	Applied Shop
100700	Graphics
100701	Graphic Arts
100702	Photography
100704	Printing
100705	Graphic Arts Industries
100706	Lettering
100800	Home Mechanics
101200	Industrial Materials and Processes
101201	Fluid Power
101202	Industrial Materials
101204	Industrial Processes
101210	Industrial Survey
101300	Manufacturing
101310	Group Manufacturing
101320	Industrial Technology
101330	Job Orientation
101400	Metalworking
101402	Machine Shop
101405	Welding
101406	General Metal Shop
101407	Foundry
101500	Plastics
101600	Power Machines
101601	Auto Mechanics
101603	Mechanics
101604	Transportation
101605	Aeronautics
101606	Gasoline Engines
101607	Machines
101608	Machine Technology
101609	Millwork
101800	Services
101801	Surveying
101802	Surveying Stress and Design
101803	Stagecraft
101804	Gardening
101900	Woods
101901	Woodworking

11 — MATHEMATICS

Code	Course Title
110000	Mathematics
110091	Accelerated Mathematics
110092	Higher Mathematics
110093	Intensive Mathematics
110094	Integrated Mathematics
110095	Modern Mathematics
110096	Scientific Mathematics
110097	Set Theory Mathematics
110100	Arithmetic
110300	Algebra
110305	College Algebra
110306	Advanced Algebra and Solid Geometry
110390	Modern Algebra
110400	Algebra and Trigonometry
110500	Applied Mathematics
110501	Business Arithmetic
110502	Consumer Mathematics
110503	Shop Mathematics
110590	Industrial Arts Mathematics
110600	Calculus
110700	Calculus with Analytic Geometry
110800	Computer Mathematics
110900	Functional Mathematics
111100	General Mathematics
111113	Algebra and Statistics
111200	Geometry
111201	Analytic Geometry
111202	Plane Geometry
111203	Plane and Solid Geometry
111204	Solid Geometry
111290	Integrated Geometry
111300	Analysis
111400	Liberal Arts Mathematics
111500	Probability and Statistics
111600	Trigonometry
111690	Geometry and Trigonometry
111901	Beta Mathematics
111902	Math Analysis
111904	School Math Study Group (SMSG)
111905	University of Illinois Committee School Math (UICSM)

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

12 MUSIC

Code	Course Title
121000	General Music
121010	Public School Music
122000	Music Literature and/or History
122020	Music Appreciation
123000	Music Theory
123020	Theory and Harmony
124000	Vocal Music
124010	Choir
124011	Chorus, Female
124012	Chorus, Male
124013	Chorus, Mixed
124020	Voice
124022	Applied Music, Private Vocal
124030	Choral Ensemble
124111	Glee Club, Female
124112	Glee Club, Male
124113	Glee Club, Mixed
125000	Instrumental Music
125010	Band
125011	Concert Band
125012	Marching Band
125013	Stage Band
125014	Drum and Bugle Corps
125015	Majorette - Twirling
125020	Orchestra
125030	Instrumental Ensemble
125040	Instrumental Techniques
125042	Applied Music, Private Instrumental

13 — NATURAL SCIENCES

Code	Course Title
132000	Biological Science
132001	Biology
132010	Applied Biology
132020	Biology Laboratory
132030	Marine Biology
132040	Radiation Biology
132050	Laboratory Research Biology
132060	Biological Science
132070	Biological Science Curriculum Study (BSCS)
132100	Botany
132200	Microbiology
132300	Zoology
132401	Anatomy
132420	Physiology
132511	Ecology
132600	Science and Health
132812	Entomology
133000	Physical Science
133001	General Science
133008	Electricity
133009	Electronics
133010	Applied Science
133019	Nuclear Science
133033	Thermodynamics
133091	Practical Science
133100	Chemistry
133105	Chemical Bond Approach
133110	Applied Chemistry
133113	Inorganic Chemistry
133120	Chemistry Laboratory
133122	Organic Chemistry
133125	Qualitative Analysis
133126	Quantitative Analysis
133130	Chemistry Study
133200	Physics
133210	Applied Physics
133219	Nuclear Science
133220	Physics Laboratory
133221	Optics
133250	Laboratory Research Physics
133252	Physics, Physical Science Study Committee (PSSC)
133300	Science of Photography
134000	Earth-Space Science
134001	Aeronautics
134005	General Earth Space Science
134010	Applied Earth Science
134100	Astronomy
134101	Space Science
134105	Cosmology
134200	Geology
134201	Conservation
134210	Hydrology
134215	Paleonotology
134216	Physical Geography
134217	Soil Science
134300	Meteorology
134304	Climatology
134400	Oceanography

14 — OFFICE OCCUPATIONS (see Business Education)

Preparation for these occupations consists of subject matter content drawn from other subject areas. To use this subject area for reporting, choose course title keys from Business Education, but change the code number of these course title keys as follows: Drop the first two digits of the Business Education course code (03) and substitute the Office Occupations course code (14). Content descriptors can be used from Business Education without any change, or they can be omitted entirely.

Example: To report accounting, course title key — 030100 as an Office Occupation course, drop the digits 03 and use 14 instead. The code number then becomes 140100 for accounting as an Office Occupation course.

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

15—SOCIAL SCIENCES

Code	Course Title
150000	Social Science
150100	Anthropology
150200	Area Studies (Multidisciplinary)
150214	Western Europe
150300	Citizenship
150301	Community Civics
150400	Conservation
150500	Consumer Education
150600	Economics
150603	Consumer Economics
150605	Money and Banking
150607	Principles of Economics
150608	Occupations
150609	Occupational Planning
150699	Economic Problems
150700	Geography
150702	Human Geography
150703	Physical Geography
150723	Economic Geography
150724	Government and Geography
150727	Commercial Geography
150751	U.S. Geography
150752	World Geography
150800	History
150810	American History
150811	American History and World Backgrounds
150812	North American History
150813	Northwest History
150814	Canadian History
150820	Local History
150830	Modern History
150831	Contemporary History
150832	Modern European History
150840	Non-Western History
150841	Old World History
150842	Oriental History
150843	Russian History
150844	Far Eastern History
150845	European History
150846	English History
150847	Eastern Hemisphere
150848	Asian History
150849	Latin America
150850	State History
150851	Regional History
150853	Southwest History
150854	History of the South
150855	New England History
150860	United States History
150861	Colonial History
150862	American Studies
150870	Western Civilization
150871	Western European History
150872	Western Hemisphere
150880	World Civilization
150881	World Cultures
150882	Ancient History
150883	Ancient-Medieval History
150884	Bible History
150885	Medieval History
150886	History of Civilization
150890	World History
150891	History of Nations
150892	Industrial History
150893	Negro History
150894	Economic History
150895	Ethnic History
150900	Philosophy
150904	Logic
150990	Law
151000	Political Science
151001	American Government
151002	Comparative Systems
151004	World Problem
151005	International Relations
151008	Government
151009	Problems
151010	American Contemporary Problems
151011	American Institutions
151012	American Studies
151013	Problems of Democracy
151014	State's Government
151015	U.S. Government
151040	Contemporary Civilization
151100	Psychology
151101	Developmental Psychology
151102	Educational Psychology
151103	General Psychology
151105	Social Psychology
151200	Sociology
151201	Social Studies
151202	Social Studies Seminar
151205	Social Problems
151242	Family Life
151243	Religion

16—TECHNICAL EDUCATION

Code	Course Title
160100	Engineering Technology
160101	Aeronautical Technology
160102	Agricultural Technology
160103	Architectural Technology
160104	Automotive Technology
160105	Chemical Technology
160106	Civil Engineering Technology
160107	Electrical Technology
160108	Electronics Technology
160109	Electro-mechanical Technology
160110	Air Conditioning, Refrigeration, and/or Heating Mechanics
160111	Industrial Technology
160112	Instrumentation Technology
160113	Mechanical Design/Production
160114	Metallurgical Technology
160115	Nuclear Technology
160116	Petroleum Technology
160118	Microminization Technology
160119	Drafting Design Technology
160163	Building and Contracting Technology
160169	Safety Engineering Technology
160300	Health Technology
160400	Office Related Technology
160502	Commercial Pilot Training
160503	Fire and Safety Technology
160504	Forestry Technology
160505	Marine Technology
160901	Mortuary Technology
160902	Television Production
160903	Technical Writing
160904	Radiological Technology
160905	Aerospace Technology
160906	Communications Technology
160907	Technical Training, other
160908	Meteorological Technology
161000	Data Processing Technology
161010	Computer Programming
161020	Systems Analysis

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

17—TRADES AND INDUSTRY (INDUSTRIAL EDUCATION)

Code	Course Title
170100	Air Conditioning
170102	Heating
170200	Appliance Service and Repair
170301	Automotive Body Repair and Refinishing
170302	Automotive Mechanics
170400	Aircraft M. & Op.
170401	Aviation Mechanics
170402	Aviation, Ground Op.
170409	Aviation Sheet Metal
170500	Blueprint Reading and Estimation
170600	Business Machines Mechanics
170700	Commercial and Advertising Art
170701	Interior Decorating
170800	Fishing, Commercial
170900	Photography and Photo-Finishing
171000	Building and Trades
171001	Carpentry
171002	Electric Wiring
171003	Heavy Equipment
171004	Brick Masonry, Blocklaying, Tile Setting
171005	Painting and Decorating
171006	Plastering
171007	Plumbing and Pipe Fitting
171008	Glazing
171009	Cement Finishing
171010	Steam Fitting
171020	Roofing
171100	Custodial Service and Building Maintenance
171200	Diesel Mechanics
171300	Drafting
171301	Mechanical Drafting
171302	Structural Drafting
171303	Electrical Drafting
171311	Patternmaking
171401	Electricity, Industrial
171402	Electric Line Service
171403	Electric Motor/ General Mechanics
171500	Electronics
171501	Telephone Installation and Repair Service
171503	Radio and Television Service
171504	Radio Communication
171505	Television Studio M & Op.
171509	Electronic Mechanics and Assembly
171512	Computer Maintenance
171600	Dry Cleaning and Laundry
171700	Industrial Supervision and Foremanship
171900	Graphic Arts
171901	Lithography
171902	Engraving
171903	Printing
171904	Mechanical Shop Drawing
171910	Cartography
172100	Instrument Repair
172102	Watchmaking
172200	Maritime Occupations
172300	Iron Work
172301	Foundry
172302	Machine Shop Work
172303	Power Machine Tool Operation
172304	Tool and Die Making
172305	Sheet Metal Work
172306	Welding
172309	Lathing
172310	Millwrighting
172400	Metallurgy
172500	Nucleonics
172601	Barbering
172603	Cosmetology
172640	Massage
172700	Plastics
172800	Public Service
172801	Fire Fighting
172802	Law Enforcement
172900	Food Trades
172903	Meat Cutting
172920	Commercial Cooking and Baking
173000	Refrigeration
173100	Gasoline Engine Mechanics
173200	Petroleum and Natural Gas
173210	Boilermaking
173220	Water and Sewage Plant Operation
173300	Garment Making, Commercial
173301	Needle Trades
173302	Tailoring
173400	Shoe Repair
173500	Upholstery
173600	Woodworking
173601	Cabinet Making, Millwork, and Furniture Making
173609	Furniture Repair
174000	Mechanics
174010	Hydraulic Mechanics
174020	Maintenance and Op. Mechanics
174030	Machinery Repair
174310	Railroad Engineering and Firing
174320	Railroad Telegraphy and Station Agency Work
174330	Railroad Train Work
174600	Trade Science
175100	Landscaping and Industrial Nursery Work
175200	Surveying
176000	Transportation Trades
176101	Vehicle Driving, Commercial
176200	Navigation
179000	Exploratory Vocational

18—GENERAL ELEMENTARY EDUCATION AND GENERAL SECONDARY EDUCATION

Code	Course Title
(Handbook VI—identifies "selected types of instructional organization for carrying on instruction.")	
180100	General Elementary Years and Grades
180101	Early Elementary Years or Grades, Early Childhood Education
180102	Intermediate Elementary Level
180103	Upper Elementary Level
180111	Nursery-Kindergarten Level
180112	Primary Level
180119	Other Early Elementary Organization
180199	Other Plan for General Elementary Year or Grades
180200	Middle School Level
180300	General Secondary Years or Grades
180301	Junior High School Level
180302	Senior High School Level
180399	Other Secondary School Level (see Code 5X for Nondepartmentalized Homerooms)
Courses/Activities Not Elsewhere Classified	
180410	Cadets
180411	Medical Cadet Corps
180412	Military Science
180413	R.O.T.C.
180420	Cooperative Program
180421	Special Group Instruction
180422	Work Experience
180430	Guidance
180431	Group Guidance
180440	School Service
180450	Teacher Training, In-service

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

19—EXCEPTIONAL CHILD EDUCATION/DIFFERENTIALIZED CURRICULUM

Code	Course Title
190000	Special Education
190100	Special Education Communications
190500	Exceptional Child Education
190900	Differentialized Curriculum, Geheral
191000	Intellectually Disabled (Mentally Handicapped)
191010	Educable Mentally Handicapped
191020	Trainable Mentally Handicapped
191030	Learning Disabilities
192000	Physically Handicapped
192010	Speech Handicapped
192030	Physically Handicapped, Crippled
192040	Physically Handicapped, Aurally
192050	Physically Handicapped, Visually
192060	Multihandicapped
192070	Multihandicapped, Deaf-Blind
192071	Multihandicapped, Deaf-Mentally Handicapped
192072	Multihandicapped, Blind-Mentally Handicapped
192073	Multihandicapped, Crippled and Deaf or Blind
192080	Physical Therapy
193010	Emotionally Handicapped
194000	Varying Exceptionalities
194040	Occupational Therapy
194050	Special Services
195000	Socially and Emotionally Handicapped
195010	Culturally Handicapped
199000	Intellectually Superior (Mentally Gifted)

20—COCURRICULAR ACTIVITIES

Activities which are cocurricular are noncredit and are usually related to the total curriculum either during or outside of the regular scheduled school program.

Each of the five kinds of cocurricular activities, Academic, Athletic and Sports, Music, Service and Social are coded by groups. Code 20 should be used only when the activities are so broadly defined that they cannot be placed in one of these groups or when they involve several groupings.

21—COCURRICULAR ACTIVITIES, ACADEMIC

Code	Course Title
210101	Art Club
210102	Biology Club
210103	Boys Nation
210104	Debate Club
210105	Distributive Education Clubs of America
210106	Dramatics Club
210107	Family Living Club
210108	4-H Club
210109	Foreign Language Club
210110	Future Business Leaders of America
210111	Future Farmers of America
210112	Future Homemakers of America
210113	Future Teachers of America
210114	Girls Nation
210115	International Relations Club
210116	Journalism Club
210117	Junior Achievement, Incorporated
210118	Literary Club
210119	Mathematics Club
210120	Music Club
210121	National Honor Society (NEA)
210122	National Junior Honor Society (NEA)
210123	National Thespian Society
210124	Photography Club
210125	Quill and Scroll
210126	Science Club
210127	Science Fair, International
210128	Social Studies Club
210129	Speech Club
210130	Student Nurses Association
210131	Trades and Industrial Education Club
210132	Voice of Democracy
210133	Young Farmers Association
210199	Other Academic Cocurricular Activities

22—COCURRICULAR ACTIVITIES, ATHLETICS AND SPORTS

Code	Course Title
220201	Aquatics (includes swimming)
220202	Archery
220203	Badminton
220204	Baseball
220205	Basketball
220206	Bowling
220207	Cheerleading
220208	Cross Country
220209	Field Hockey
220210	Football
220211	Girls Athletic Association
220212	Golf
220213	Gymnastics
220214	Riflery
220215	Snowskiing
220216	Soccer
220217	Softball
220218	Tennis
220219	Track and Field
220220	Twirlers
220221	Volleyball
220222	Wrestling
220299	Other Athletic and Sport Cocurricular Activities

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

23—COCURRICULAR ACTIVITIES, MUSIC

Code	Course Title
230301	Combo
230302	Concert Band
230303	Dance Band
230304	Drum and Bugle Corps
230305	Marching Band
230306	Pep Band
230307	Choir
230308	Chorus
230309	Instrumental Ensemble
230310	Voice Ensemble
230311	Glee Club
230312	Music Production
230313	Orchestra
230399	Other Music Cocurricular Activities

24—COCURRICULAR ACTIVITIES, SERVICE

Code	Course Title
240401	Audiovisual Assistant
240402	Class Officer
240403	Film Projectionist
240404	Laboratory Assistant
240405	Library Assistant
240406	National Junior Red Cross
240407	National Student Traffic Safety Program
240408	Office Assistant
240409	Poster and Display Club
240410	School Newspaper Photographer
240411	School Safety Patrol
240412	School Service Club
240413	Student Council, National Association of
240414	Student Union and/or Student Activity Center
240499	Other School and/or Public Service Cocurricular Activities

25—COCURRICULAR ACTIVITIES, SOCIAL AND OTHER

Code	Course Title
250501	Boy Scouts of America
250502	Camp Fire Girls
250503	Creative Dance
250504	Cub Scouts
250505	Folk Music Club
250506	Girls Recreation Association
250507	Girl Scouts of the U.S.A.
250508	Hi-Y
250509	Hobby Club
250510	Junior Hi-Y
250511	Junior Tri-Hi-Y
250512	Stamp Club
250513	Tri-Hi-Y
250514	Y.M.C.A.
250515	Y-Teens
250516	Y.W.C.A.
250599	Other Social Cocurricular Activities

30—DRIVER EDUCATION

Code	Course Title
300300	Driver Education
300304	Driver Education, Behind the Wheel
300310	Driver Education, Classroom
300320	Driver Education, Simulator Trainee

5X—NONDEPARTMENTALIZED

When the instructional program or segments of it are nondepartmentalized and cannot appropriately be reported by subject area, they can be reported by using these codes. Since these programs are usually organized around a homeroom, that is the terminology employed here to refer to them.

Code	Course Title
500000	Homeroom, Elementary
510000	Homeroom, Secondary

10. SEQUENTIAL YEAR - if the course title includes a Roman numeral as part of the course title, it is recorded here. Example: English I Use the codes as listed below:

0 - Does Not Apply
1 - I
2 - II
3 - III
4 - IV
5 - V
6 - VI

11. LEVEL OF DIFFICULTY - select from the following modifiers the one that best describes the level of difficulty of this course.

0 - Does Not Apply
1 - Remedial - Remediation or re-teaching
2 - Basic - Below average
3 - Average
4 - Advanced - Above average
5 - Honors or College - College advanced standing or gifted students
6 - No Level Indicated - Heterogeneously organized level or not structured

12. YEAR OR GRADE LEVEL - grade(s) in school in which the course is taught. In ungraded schools, the level of the course content is equated to the grade which would be used in graded schools. If more than one grade level is included, the lowest grade is reported in the first two spaces, the highest grade in the second two. When only one grade level is involved, 0's will be reported in the first two character spaces and the grade is reported only in the second two.

00 - Does Not Apply
20 - N
21 - K
01 - 1
02 - 2
03 - 3
04 - 4
05 - 5
06 - 6
07 - 7
08 - 8
09 - 9
10 - 10
11 - 11
12 - 12
13 - 13
14 - 14
15 - Adult Education

Example: a course section with students in tenth grade only would be reported as | 0 | 0 | 1 | 0 |.

13. SOCIAL SECURITY NUMBER - the number assigned to the teacher or instruction by the Social Security Administration.

14. SITE NUMBER - the number that identifies the site on which the building(s) that house the organization stands. A district assigned number.

15. SPACE LOCATION NUMBER - this number is the identifier of the space location in which the course/section takes place. It includes Building Number (3 digits), Building Unit Code (1 digit), and Space Identification Number (4 digits). These numbers are provided by your local district.

16. SCHOOL YEAR - the last two digits of the calendar year during which the school year ends. Example: Class taught during the first semester from September 1969 to January 1970 is reported | 7 | 0 | .

17. TERM - designates the period of time within the school year during which the class is taught.

Quarter (11 to 15 weeks during regular school year)
- 1 - Fall
- 2 - Winter
- 3 - Spring
- 4 - Fall, Winter and Spring
- 5 - Summer

Semester (16 to 20 weeks during regular school year)
- 6 - Fall
- 7 - Spring
- 8 - Fall and Spring
- 9 - Summer
- 0 - Other

Example: Nine-month course in a school that uses semester basis is indicated as 8.

18. TYPE OF PROGRAM - to be used only as appropriate if the class is eligible for special funds, either from state or federal funds; use the codes that are listed below.

00 - Does Not Apply

(Federally funded except ESEA and OEO)
- 01 - Vocational Agriculture
- 02 - Vocational Home Economics
- 03 - Distributive/Marketing
- 04 - Technical Education
- 05 - Trade and Industry
- 06 - Health Occupations
- 07 - Office Occupations
- 08 - Combination of two or more of above
- 09 - Vocational Rehabilitation

(State Specially Funded)
- 11 - Special Education
- 12 - Driver Education
- 13 - Gifted Education
- 14 - Compensatory Education
- 15 - Adult Basic Education
- 16 - Other State Funded

19. TYPE OF PUPILS - use the codes as listed below.

- 0 - Normal range of pupils
- 1 - Gifted and talented
- 2 - Slow learner
- 3 - Mentally handicapped
- 4 - Physically handicapped
- 5 - Socially and/or emotionally handicapped
- 6 - Culturally handicapped
- 7 - Pupils with learning difficulties
- 8 - Former dropouts
- 9 - Miscellaneous characteristics

20. CREDIT UNITS - expressed in Carnegie units or their equivalent to be reported in whole and/or decimal fractions to the nearest hundredth. If credit units are inappropriate to a given class or activity, as in elementary schools, this item should be reported as 0 in all spaces. Example: A class in which 1½ Carnegie units are given is reported as | 1 | 5 | 0 | .

21. COURSE MEETS REQUIREMENT - use one of the codes as listed below to show what requirements are met by successful completion of the course.

    0 - Does Not Apply
    1 - State requirement
    2 - School district requirement
    3 - Both a school district and a state requirement
    4 - Required for admission to higher education institutions
    5 - State and higher education requirement
    6 - District and higher education requirement
    7 - District, state and higher education requirement
    8 - None

22. CARD NUMBER - 2

23. CONTENT DESCRIPTORS - use the codes as listed on the following pages. These are to be freely selected from look-up tables for each subject area and reported as a means of describing the content of a class. At least one must be reported for each class, but no more than seven for any one class. Content descriptors are to be reported in order of priority or emphasis in the class.

23. CONTENT DESCRIPTORS: Use the codes as listed below.

806.4 Content Descriptor Lists and Codes

These lists are for the content descriptors, of the data items, that were too extensive to be included with the item definitions in section 806.

Content Descriptors - these coded data items are defined in section 806.2 and are used to describe the content of a course/section. The use of content descriptors in the Instructional Programs Subsystem is predicated on the assumption that they provide a means of describing the curricula found in schools today. The scope of coverage is from nursery (prekindergarten) through grade 14 or equivalent.

Several subjects are unusual enough that a different means of describing them is employed. Because the content of certain areas is largely occupationally oriented, the classifications used in Handbook VI identify only clusters of occupations rather than discrete subject matter content. Therefore, content descriptors are not given for the Areas of Industrial Education, Technical Education, Office Occupations, Health Occupations or Cocurricular Activities.

The Instructional Area of Foreign Languages is analogous to the occupationally oriented areas of vocational education. Handbook VI does not provide for description of content such as skill development or other discrete aspects of each language. Instead, only the names of specific languages are given. Therefore, the content descriptors used here are not attributable to the Handbook. In several other subject areas handbook terminology has been supplemented where, in the judgment of the Instructional Programs Subsystem Committee, obvious inadequacies existed.

01—AGRICULTURE

Code	Content Descriptors
100	Production Agriculture
101	Animal Science
102	Plant Science
103	Farm Mechanics
104	Farm Business Management
200	Agricultural Supplies
201	Agricultural Chemicals
202	Livestock Feeds
203	Seeds
204	Fertilizers
300	Agricultural Mechanization
301	Agricultural Power and Machinery
302	Agricultural Structures and Conveniences
303	Soil and Water Management
304	Agricultural Mechanics Skills
306	Agricultural Electrification
307	Metal Working Shop
308	Woodworking Shop
400	Agricultural Products
401	Food Products
499	Other Agricultural Products
500	Ornamental Horticulture
501	Arboriculture
502	Floriculture
503	Greenhouse Management
504	Landscaping
505	Nursery Operation
506	Fine Turf Management
600	Agricultural Resources
601	Forests
602	Recreation Resources
603	Soil
604	Wildlife
605	Water
606	Air
900	Other Agriculture

02—ART

Code	Content Descriptors
101	Art History
102	Art Theory
103	Humanities, Including Performing Arts
200	Art Studio
210	Basic Design
211	Two-D Design
212	Three-D Design
220	Commercial Design
221	Advertising and Graphic Arts
222	Design for Performing Arts
223	Fashion Design
224	Technical Illustration
230	Environmental Design
231	Architectural Design
240	Crafts
241	Metalwork and Jewelry
242	Pottery Forming and Ceramics
243	Textiles
244	Metal Finishing, Casting, Forging, Soldering, and/or Brazing
245	Lapidary
246	Glazing
247	Weaving, Hooking, and/or Stitchery
248	Wood and Leather Crafts
249	Other Crafts
250	Drawing
251	Contour Drawing
252	Gesture Drawing
253	Shading
254	Linear Perspective
255	Other Drawing
260	Painting
261	Oil Painting
262	Watercolor
263	Tempera Painting
264	Casein Painting
265	Using Synthetic Paints
270	Photography
271	Film Development and Production
272	Photomontage
273	Camera Mechanics
274	Motion Pictures
275	Photography Lighting
280	Printmaking
281	Intaglio
282	Relief
283	Planographics
284	Stencil
285	Etching, Engraving and/or Lithography
286	Wood and Linoleum Arts
287	Lettering and/or Calligraphy
288	Serigraphy (silk screen)
290	Sculpture
291	Casting Sculpture
292	Sculpture Media
900	Other Art

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

03—BUSINESS EDUCATION

Code	Content Descriptors
010	Accounting
011	Accounting Principles
012	Accounting Systems
013	Advanced Accounting
014	Auditing
015	Cost Accounting
016	C.P.A. Review
017	Data Processing Accounting
018	Government and Institutional Accounting
019	Intermediate Accounting
020	Managerial Accounting
021	Payroll Accounting
023	Secretarial Accounting
024	Tax Accounting
030	Bookkeeping
035	Machine Bookkeeping
036	Payroll Record Keeping
037	Record Keeping
040	Budget Control
050	Business Arithmetic
060	Business Communications
062	Report Writing
070	Business Ethics
080	Business Finance
090	Business Law
100	Business Machines
103	Calculating and Listing Machines
104	Duplicating Machines
109	Other Business Machines
110	Business Psychology
120	Business Statistics
130	Business Work Experience
140	Clerical Practices
170	Data Processing and Computer Operation
171	Introduction to Data Processing
171	Data Processing Systems
174	Computer Programming
175	Computer Operation - Introduction
176	Processing Equipment Operation
179	Other Data Processing
200	Exploratory Business
210	Filing
220	Filing and Record Control
230	General Business or Introduction to Business
240	Insurance
250	Investments
260	Management Principles
261	Business Principles
262	Business Organization and Management
263	Labor Management Relations
280	Office Practice
290	Personal Development/ Human Relations
300	Personal Finance
330	Salesmanship Principles
339	Other Salesmanship
340	Shorthand Stenographic and Secretarial
341	Machine Shorthand
342	Personal Shorthand
343	Shorthand Theory
344	Specialized Shorthand Terminology and Transcription
345	Shorthand Dictation
346	Shorthand Speed Building
347	Shorthand Transcription
348	Machine Transcription
349	Secretarial Practice
350	Typewriting
351	Personal Typewriting
352	Production Typing
990	Other Business

04—DISTRIBUTIVE EDUCATION

Code	Content Descriptors
002	Business
004	Communications for Distribution
005	Economics of Consumption
006	Economics of Marketing
011	Expense Control
012	Human Relations
013	Mathematics of Distribution
099	Other Allied Subject Matter
101	Advertising Services
102	Apparel and Accessories
103	Automotive and Petroleum
104	Finance and Credit
105	Food Distribution
106	Food Services
107	General Merchandise
108	Hardware Building Materials, Farm and Garden Supplies and Equipment
109	Home Furnishings
110	Hotel and Lodging
111	Insurance
112	Foreign Trade
113	Management (General/Miscellaneous)
114	Marketing (General)
115	Mid-management
116	Real Estate
117	Retailing (General/ Miscellaneous
119	Wholesaling (General/ Miscellaneous
200	Advertising and Sales Promotion
300	Buying
301	Fashion Merchandising
302	Fashion Trends
303	Merchandising Mathematics
304	Retail Buying
305	Retail Merchandising
390	Other Merchandising
399	Other Buying
400	Marketing Management
401	Mid-management
402	Personnel Management
403	Real Estate Management
404	Retail Store Management
405	Sales Management
406	Small Business Management
490	Other Management
500	Marketing Research
501	Market Analysis
502	Marketing Trends
590	Other Marketing
601	Credit and Collection
602	Purchasing
603	Transportation
699	Other Marketing Operations
700	Selling
701	Direct Sales
702	Retail Selling
703	Sales Management
704	Salesmanship
799	Other Selling
800	Composite Subject Matter
801	Agricultural Marketing
802	Distribution
803	Distribution (Cooperative)
804	Distribution (Project)
811	Industrial Marketing
812	International Marketing
813	Principles of Marketing
900	Specialty Subject Matter
903	Principles of Insurance
907	Product Information
990	Other Distribution and Marketing (Distributive Education)

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

05 — ENGLISH LANGUAGE ARTS

Code	Content Descriptors
100	Language Skills
101	Handwriting Skills
102	Library Use Skills
103	Spelling Skills
104	Punctuation Skills
105	Listening
106	Dictionary Skills
107	Reference Skills Skills
108	Vocabulary/Diction Skills
110	Reading
111	Reading Readiness
112	Beginning Reading
113	Developmental Reading
115	Remedial Reading
116	Individualized Reading
200	Linguistics
201	Phonology
202	Grammar
203	Usage (Functional Grammar)
204	History of English Language
205	Dialectology
206	Semantics/Semology
207	Study about Language
211	Phonetics
222	Grammar, Structural
223	Grammar, Generative
224	Grammar, Transformational
300	Literature
301	American Literature
302	Biblical Literature
303	Classical Literature
304	English Literature
305	World Literature
336	Biography
337	Drama
338	Essay
339	Fiction
340	Poetry
366	Children's Literature
367	Adolescent Literature
369	Humanities/Literature
400	Composition
401	Composition Theory
411	Composition Logic (Reasoning)
412	Rhetoric
413	General Semantics
413	General Semantics (Connotative Meaning)
420	Writing
421	Expository Writing
422	Persuasive Writing
423	Creative Writing
424	Narrative Writing
430	Journalism
431	Reporting
432	Editorial Writing
433	Feature Writing
434	History of Journalism
490	Note Taking/Outlining
500	Speech
502	Oral Interpretation of Literature
503	Speech Improvement
504	Speech through Mass Media
511	Public Speaking
512	Argumentation and Debate
515	Discussion
516	Speech Criticism
517	Parlimentary Procedure
518	Speech Persuasion
521	Choral Speech
531	Voice and Diction
600	Dramatic Arts
601	Acting
602	Dramatic Literature
603	Creative Dramatics
604	Play Production
605	Playwriting
606	Technical Theater and Design
607	Theater Criticism
608	Theater History

06 — FOREIGN LANGUAGES

Code	Content Descriptors
101	Composition
102	Grammar
103	Reading
104	Speaking
105	Translation to English
106	Translation from English
107	Vocabulary
201	Civilization
202	Culture
203	History
204	Literature
301	Linguistics
302	Morphology
303	Philology
304	Phonics
305	Phonemics
306	Structure
307	Syntax

08 — HEALTH, SAFETY, PHYSICAL EDUCATION

Code	Content Descriptors
100	Health Education
101	Community Health
103	Disease Prevention and Control
104	Environmental Health
105	Family Life Education
106	First Aid
107	Growth and Development
108	Harmful Substances
109	Health Careers
110	Health Maintenance and Care
111	International Health
199	Other Health Education
200	Safety Education
201	Civil Defense
202	Explosives
203	Fire Arms
204	Fire Safety
205	Holiday and Vacation Safety
206	Law, Liability, and Responsibility
207	Personal Responsibility and Unsupervised Activities
208	Safety in Home
209	Safety in Physical Education and Recreation
210	School Safety
211	Traffic Safety
212	Vocational and Occupational Safety
213	Water Safety
299	Other Safety Education
400	Physical Edu...
401	Adapted Physical Education
402	Aquatics ... swimming)
403	Body Dynami...
404	Dance, Rhy... and Dramatic Acti...
405	Group Gam... tests, and ...
406	Individual ... Sports
407	Outdoor ... Activities
408	Stunts, Tumbl... and Gymnastics
409	Team Sports
499	Other Physical Education
500	Recreation
501	Arts and Cr...
502	Communicative ...
503	Hobbies
504	Outdoor Recr...
505	Performing A...
506	Physical Recreation
507	Volunteer Se...
599	Other Recre...

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

09 — HOME ECONOMICS

Code	Content Descriptors
100	Homemaking — Preparation for Personal, Home, and Family Living
101	Comprehensive Homemaking or Home Economics
102	Child Development
103	Clothing and Textiles
104	Consumer Education
105	Family Health
106	Family Relations
107	Foods and Nutrition
108	Home Management
109	Housing and Home Furnishings
199	Other Homemaking
200	Home Economics Occupational Preparation
201	Care and Guidance of Children
202	Clothing Management
203	Food Management
204	Home Furnishings and/or Equipment
221	Clothing Production
222	Clothing Services
231	Food Production and Preparation
232	Food Services for Furnishings
241	Home Services for Furnishings
242	Interior Decoration
251	Institutional and Commercial Housekeeping
252	Home Management and Supporting Services
253	Public Housing Services and Management
299	Other Home Economics NEC

10 — INDUSTRIAL ARTS

Code	Content Descriptors
010	Industrial Arts Science (Chemistry)
011	Industrial Arts Science (Physics)
012	Industrial Materials and Processes
100	Construction
110	Carpentry Construction
113	Masonry Construction
114	Plumbing Construction
115	Electrical Construction
116	Scaled Structures
121	Fluid Power
122	Industrial Materials
124	Industrial Processes
125	Instrumentation
126	Numerical Control
130	Manufacturing
141	Metals
142	Metal Machining
143	Metal Technology
144	Sheet Metal
145	Welding
150	Plastics
152	Plastics Technology
160	Power and Automotive Machines
161	Automotive Mechanics
163	Power Mechanics
164	Transportation
170	Research and Development
180	Service Industries
190	Woods
192	Woods Technology
200	Crafts
201	Art Metals
202	Ceramics
203	Crafts (Industrial)
205	Leather
206	Textiles
300	Drafting
301	Architectural Drafting
302	Descriptive Geometry
304	Drafting Technology
305	Engineering Drawing
306	Industrial Design
307	Mechanical Drawing
308	Technical Illustration
400	Electricity/Electronics
401	Electricity
403	Electronics
500	Elementary School Industrial Arts
600	General Industrial Arts
700	Graphic Arts
702	Photography
703	Photolithography
704	Printing
800	Home Mechanics
900	Industrial Arts Mathematics
999	Other Industrial Arts

11 — MATHEMATICS

Code	Content Descriptors
010	Mathematics for Elementary Teachers
011	General Mathematics
100	Elementary School Mathematics
101	Sets, Numbers, Numeral Concepts
103	Decimal System - Place Values
104	Number Systems
105	Basic Operations and Properties of Operations
108	Problem Solving
109	Ratio, Proportion, Percent
110	Equality and Inequality
111	Theory of Numbers
112	Finance, Interest, Taxes, Installments
113	Measurement
114	Informal Geometry
115	Informal Algebra
120	Geometry
121	Analytic Geometry
122	Plane Geometry
124	Solid Geometry
130	Introduction to Analysis
136	Polynomials
137	Conics
140	Liberal Arts Mathematics
150	Probability and Statistics
151	Statistics
160	Trigonometry
165	Trigonometric Functions
169	Trigonometric Identities
190	Arithmetic
191	Fractions
193	Symbolic Logic
200	Progressions, Arithmetic, Geometric
209	Coordinate Geometry
211	Non-Euclidean Geometry
213	Linear Equations
219	Parametric and Polar Equations
222	Nature of Proof/Proof of Theorems
227	Metric and Non-metric Geometry
228	Geometric Drawing and Measurement
231	Graphing
300	Algebra
301	Symbols, Numbers, Algebraic Expressions
306	Linear Algebra
323	Set Theory
326	Number Plane
329	Quadratic Equations and Inequalities
336	Integers
342	Equations
347	Radicals
351	Formulas
360	Linear Transformation
361	Probability
362	Binomial Theorem
363	Convexity
364	Orthogonal Bases
367	Scalars
368	Matrices
369	Vectors
370	Limits
390	Algebraic Analysis
399	Other Algebra
402	Mathematical Induction
403	Factor Theorem
405	Circular Function
500	Applied Mathematics
501	Business Mathematics
502	Consumer Mathematics
503	Shop Mathematics
508	Surveying
600	Calculus
601	Pre-calculus
611	Function Series and Expansion
613	Differentiation
802	Algorithms
803	Computer Programming Language
805	Problem Solving
900	Elementary Functions
902	Algebraic Functions
904	Exponential Functions
906	3-Dimensional Analytic Geometry
994	Logarithms

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

12 – MUSIC

Code	Content Descriptors
100	General Educational Music
101	Public School Music
200	Music Literature
201	History of Music
202	Music Appreciation
203	Basic Elements of Music (rhythm, melody, harmony, timbre, form)
204	Creativity
205	Historic Influences
206	Composers - Style and Form Development
207	Folklore
208	Musicology
300	Music Theory
301	Music Fundamentals
302	Harmony
303	Rudiments
304	Form and Analysis
305	Orchestration
306	Rhythm
307	Composition Structure
308	Music Appreciation
309	Music Expression and Communication
310	Music Structure in Interpretation
400	Vocal Music
401	Choir, Chorus, Glee Club
402	Vocal Instruction
421	Vocal Ensembles
422	Private Vocal
462	Voice Development
463	Vocal Sound Production
501	Band
502	Orchestra
503	Instrumental Ensembles
504	Instrumental Instruction
505	Performing Skills
506	Sight Singing Skills
507	Ear Training
508	Repertoire Development
509	Mechanics of Instruments
531	Group Performance
532	Instrumental Music
533	Methods - Style
544	Private Keyboard
545	Private Strings
546	Private Percussion
547	Private Brass Instruments
548	Private Woodwind Instruments
549	Private Music NEC
590	Conducting
600	Humanities
601	Music Relationships to other Disciplines
602	Evaluation and Comparison of Music
700	Science of Sound

13 – NATURAL SCIENCES

Code	Content Descriptors
021	Botany
022	Microbiology
023	Zoology
031	Chemistry
032	Physics
041	Astronomy
042	Geology
043	Meteorology
044	Oceanography
045	Space Exploration
100	General Science
110	BSCS Yellow
120	BSCS Green
130	BSCS Blue
140	CBA Chemistry
150	PSCS Physics
160	Chemistry Study
200	Biological Science
201	Anatomy
202	Anthropology
203	Bacteriology
204	Behavior
205	Biochemistry
206	Biometrics
207	Biophysics
208	Cellular Phenomena (Cytology)
209	Conservation
210	Developmental Biology
211	Ecology
212	Entomology
213	Evolution
214	Genetics
215	Molecular Biology
216	Nature Study
217	Nutrition
218	Organic Systems
219	Origins of Life
220	Physiology
221	Reproduction
222	Taxonomy
300	Physical Science
301	Astronomy
302	Atomic and Molecular Structure
303	Biochemistry
305	Chemical Bonding
306	Chemical Calculations
307	Chemical Reactions
308	Electricity and Magnetism
309	Electronics
310	Equilibrium
312	Heat
313	Inorganic Chemistry
314	Kinetic Molecular Theory
315	Materials Science
316	Measurement
317	Mechanics
318	Meteorology
319	Nuclear Science
320	Oceanography
321	Optics
322	Organic Chemistry
323	Periodic Properties
324	Physical Chemistry
325	Qualitative Analysis
326	Quantitative Analysis
327	Quantum Mechanics
328	Solid State Physics
329	Solution Phenomena
330	Sound
331	Stoichiometry
332	Technological Applications
333	Thermodynamics
334	Wave Phenomena
400	Earth Space Science
401	Aeronautics
402	Astronautics
403	Biological Interrelationships
404	Climatology
405	Cosmology
406	Earth Changes
407	Forces and Motion
408	Geochemistry
409	Geophysics
410	Hydrology
411	Instrumentation and Analytical Methods
412	Levels of Organization
413	Matter - Energy Exchange
415	Paleontology
416	Physical Geography
417	Soil Science
418	Uniformitarianism
419	Technological Applications

23 CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

15—SOCIAL SCIENCES

Code	Content Descriptors
010	Political Science
011	American Government
012	Comparative Systems
013	Constitution, The
014	Contemporary World Affairs
015	International Relations
016	Political Parties and Public Opinion
017	Political Theory
018	Public Administration
100	Anthropology
101	Archeology
102	Cultural Anthropology
104	Ethnology
106	Physical Anthropology
110	Psychology
111	Developmental Psychology
112	Educational Psychology
113	General Psychology
114	Psychology of Adjustment
115	Social Psychology
116	Other Psychology
120	Sociology
121	Community, The
122	Public Opinion and Political Sociology
123	Socialization
124	Social Organizations
125	Social Problems
126	Social Stratification
127	Social Theory
129	Other Sociology
200	Area Studies
201	Areas Beyond U.S.
202	Regions of U.S.
203	Small Areas
299	Other Areas Studied
300	Citizenship Education
400	Conservation
500	Consumer Education
600	Economics
601	Business & Industry Economics
602	Comparative Economics
603	Consumer Economics
604	History of Economic Thought
605	Money and Banking
606	National Income
607	Principles of Economics
608	Resource Economics
700	Geography
701	Historical Geography
702	Human Geography
703	Physical Geography
704	Regional Geography
705	Other Geography
800	History
801	U.S. History
802	Regions of U.S.
803	State History
804	Non-Western Civilization
805	Community Study
806	Local History
807	Western Civilization
808	World Civilization
811	Colonial History
812	Early National History
813	Industrialization
814	U.S. as World Power
821	Diplomatic History
822	Economic History
823	Geographical History
824	Intellectual History
825	Military History
826	Political History
827	Social-Anthropological History
831	Ancient History
832	Medieval History
833	Modern History
834	Prehistoric History
841	Area Studies (Non-U.S.)
843	History of Western Thought
844	History of Religion
846	Historiography
849	Other History
900	Philosophy
901	Ethics
902	History of Philosophy
903	Introduction to Philosophy
904	Logic
905	Metaphysics
906	Philosophy of Religion
990	Other Social Studies/ Social Sciences

19—EXCEPTIONAL CHILD EDUCATION/DIFFERENTIALIZED CURRICULUM

Code	Content Descriptors
100	Communication Skills
101	Language Stimulation
102	Language Development
103	Language Correction
104	Speech Stimulation
105	Speech Development
106	Speech Correction
107	Special Communication Methods
171	Braille Reading/Writing
172	Object Magnification
173	Finger Spelling
175	Typing for Communication
176	Speech (Lip) Reading
200	Interpersonal and Behavioral Coping Skills
201	Self Concept Development
202	Self Concept Re-education
203	Social Stimulation
204	Social Development
205	Social Re-education
299	Other Interpersonal Behavioral Coping Skills
300	Motor Skills
301	Dexterity Skills
302	Physical Management
303	Mobility Training
321	Self-help Skills
322	Use of Devices and Equipment
323	Personal Safety
331	Mobility Orientation
332	Travel
399	Other Motor Skills
400	Perceptual Skills
401	Auditory Stimulation
402	Auditory Development
403	Auditory Correction
404	Tactile and Kinesthetic Stimulation
405	Tactile and Kinesthetic Development
406	Tactile and Kinesthetic Correction
407	Visual Stimulation
408	Visual Development
409	Visual Correction
410	Personal Spatial Relationships
499	Other Perceptual Skills
500	Vocational and Avocational Orientation
501	Vocational Information
502	Prevocational Work Experience
503	Specialized Vocational Preparation
504	Avocational Information
505	Avocational Experience
599	Other Vocational and Avocational Orientation
990	Other Differentialized Curriculum for Handicapped Pupils

30—DRIVER EDUCATION

Code	Content Descriptors
300	Driver Education
301	Alcohol, Drugs, Other Harmful Substances, and Driving
302	Characteristics of Driving
303	Development of Judgment
304	Driving Skills
305	Traffic Engineering
306	Laws and Ordinances of Enforcement
307	Motor Vehicle, The
308	Traffic Accidents
309	Traffic Citizenship
391	Psychological Factors in Driving
392	The Driving Task
399	Other Driving Education

24. TEXT USAGE - use the codes as listed below.

1 - One text is the primary basis of the class.
2 - Multitext is more than one text used as basis of the class.
3 - No text - class is not based on a textbook but uses other resources.

25. TEACHING MEDIA USED - use as many as apply.

0 - Does Not Apply
1 - Projectors
2 - Record Players, Recorders, other Audio Equipment
3 - Library Reference Materials
4 - Chalk Boards
5 - Manual Displays, for example, Flannel Boards, Posters, Graphs, Maps, Charts, Bulletin Boards, etc.
6 - Electronic Computational Equipment
7 - Laboratory Equipment
8 - Mechanical Equipment

26. NUMBER OF DAYS - the number of days the class is scheduled to meet from the beginning day to the last day of the class, either in one term or more than one term, but not requiring more than one registration.

27. MINUTES PER WEEK - the total amount of time normally scheduled each week for the class activity, including classroom, laboratory, and related experiences. When classes do not meet rigid schedules, the responses should be the best average time. Example: A class which meets for six 55 minute periods per week (one of which might be a laboratory) | 3 | 3 | 0 | .

28. PERCENT OF TIME IN LAB - that portion of total class time expressed as a percentage which is allocated to laboratory use.

29. NUMBER OF MALE PUPILS - the enrollment of male pupils in the course section. Example: 31 boys would be reported as | 0 | 3 | 1 | .

30. NUMBER OF FEMALE PUPILS - the enrollment of female pupils in the course section. Example: 6 girls would be reported as | 0 | 0 | 6 | ..

FILE LAYOUT - INSTRUCTIONAL PROGRAMS

1	2	3	4	5	6	7	8	9	10
Record Type	County Code	District Code	Organization Code	Inst. Area	Local Course Number	Section Number	Card Number	Course Title Number	Seq. Year
3 0 3							1		
1 3	4 6	7 10	11 13	14 15	16 18	19 20	21	22 25	26

11	12	13	14	15			16	17	18	19	20	21
Level Diff.	Year or Grade Level	Teacher's Social Security Number	Site Number	Space Location Number			School Year	Term	Type of Program	Type of Pupil	Credit Units	Cr. Mts. Req.
				Bldg. No.	Unit No.	Space No.						
27	28 31	32 40	41 43	44 46	47	48 51	52 53	5454	55 56	57	58 60	61

123

117

22	23							24	25						
Card Number	Content Descriptors							Text Use.	Teaching Media Used						
	1st	2nd	3rd	4th	5th	6th	7th		1st	2nd	3rd	4th	5th	6th	7th	8th
2																
21	22 24	25 27	28 30	31 33	34 36	37 39	40 42	43	44	45	46	47	48	49	50	51

26	27	28	29	30
Number of Days	Minutes Per Week	% Time in Lab.	Number Male Pupils	Number Female Pupils
52 54	55 57	58 59	61 62	63 65

PERSONNEL FILE

The MSEIP Personnel Subsystem was designed to contain data that would increase knowledge about school staff members, with standardized and simplified personnel data collection procedures, and materials as they relate to local education agencies (LEA's).

The four personnel categories are described as educational employment status levels as follows: Professional-Educational Staff Member, Professional Staff Member, Technical Staff Member, and Ancillary Staff Member.

The Personnel file is made up of all fixed length records. However, there may be a variable number of several different records. For example, a teacher may have several certificates, instructional areas, position titles, and assignments. These records, regardless of the number, do follow the teacher's basic data in a logical sequence.

The Personnel file is sequenced by social security number, within educational employment status, within school, within district (Table 5). This allows for access to as small a group of personnel as possible, thereby increasing the efficiency of the operating system by allowing for high speed retrieval.

Table 5. PERSONNEL FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
200	County			201,202	Directory
201	District			202	200
202	Organization			203-206	201
203	Professional Educ.	2	150	207,208	202
204	Professional	2	150	207,208	202
205	Technical	2	115	209	202
206	Ancillary	2	115	209	202
207	Certificate	1	47	210	203,204
208	Assignment, Prof.	1	45		203,204
209	Assignment, T/A	1	40		205,206
210	Fields/Areas/Services	1	34		207

It would seem logical that the collection, processing, storing, retrieval, and use of personnel data would be a simple well defined operation. This would be true except for the variable number of records. When one must collect all certificates held by professionals, combine these with areas of endorsements and/or subjects authorized, combine these with position titles and assignments, the "simple well defined" operation becomes complex. This is complicated even more since under each position title, one could have two or more Areas of Responsibility and several Instructional Areas. An individual could also split his time between two or more organizations (which cannot be handled by the system except by assigning a "special" organization number, which is also undesirable). The final complicating factor is the use of Local Course and Section Number to obtain teachers' assignments. This item is a link into the Instructional Program and Pupil files. But the nature of the item, its validity, makes its usefulness doubtful. In the first place, if a teacher is located in two or more organizations, the course number may not represent what it is supposed to (usually a local course number is not unique). Probably the best solution to this problem involves two factors for consideration: daily or weekly assignments probably should not be carried in the Personnel record; and, adopt the six digit code of Instructional Programs (this includes the two digit Instructional Area and the four digit Course Title in all files where subject information is needed and eliminate local course and section number altogether. (See the discussion in Instructional Programs, page 91, number 2.

In summary, it is deemed necessary to reiterate the hierarchial structure that is imposed on the Personnel file because of the possible variable number of records. This applies to two major categories: 1) a person may have several certificates and under each of the certificates, he could be authorized for several Fields/Areas/Services and Subjects; and 2) a person may also have several Position Titles then for each Area of Responsibility and/or Instructional Area, he could have several assignments. These complications are due primarily because SEA's want to validate certificates and authorizations of personnel against their working assignments. This is usually a regulatory function of SEA's.

Professional Personnel

It is recommended that the collection document for Professional Personnel carry the control codes - record numbers, fillers, card numbers, and detail number where possible so not to be omitted when processed.

1. RECORD TYPE: 203 Professional-Educational staff member
   204 Professional staff member

2. COUNTY CODE: A three digit code supplied by the SEA.

3. DISTRICT CODE: A four digit code supplied by the SEA.

4. ORGANIZATION CODE: Unique three digit code for an administrative unit or school. Special organizational codes can be established and assigned where applicable (see page 128 of the Documentation). For example, if a person is assigned to more than one organization (school) a new organization code could be assigned or the person could be assigned to one organization by his major assignment or by a directive of the district authorities. At the present time, the system will not allow a person to be assigned in more than one organization unit.

5. EDUCATIONAL EMPLOYMENT STATUS: This item differentiates between the educator and the other professional personnel employed by the district.

6. SOCIAL SECURITY NUMBER: Care should be exercised in completing this number - too often it is copied incorrectly.

10. NAME: Last name, first name, middle initial - left justify in spaces provided.

13. DATE OF BIRTH: Care should be exercised in completing in proper order - year, month, day.

14. HIGHEST LEVEL OF EDUCATION: Two digit code as modified by SEA's. States should examine the list (Instructions for Professional Personnel, page) carefully to assure all necessary requirements are met.

15. INSTITUTION GRANTING FIRST DEGREE: Code name of the educational institution which granted the baccalaureate degree, indicated by using the institution codes from the U.S. Office Universe of Institutions of Higher Education, most recent listing.

17. INSTITUTION GRANTING HIGHEST DEGREE: The name of the educational institution which granted the highest degree, indicated by using the institution codes indicated in item 15. This item should only be completed if the First Degree and Highest Degree are different.

22. TOTAL CONTRACT PERIOD: The intent is to collect the length of the official contract in days.

24. TOTAL CONTRACT SALARY: One should enter total salary for the official contract period. Salaries for extra duties, if part of the contract, and included here and then listed separately in items 25 and 26.

29, 30, 31. EXPERIENCE: These items are somewhat confusing in that the local and state may not equal the total. Also experience should be entered to the nearest one-half year (excluding present year). Item 29 should be named "experience in present district"; item 30, "experience this state"; and item 31 could remain the same.

38. CERTIFICATE HELD: What should be collected here depends largely on the use of the data. If a state only desires to collect data on certificates that a person is employed under, the problem is certainly less than a state that needs data on all certificates regardless of assignments. For example, a superintendent has a specialist certificate, but also has four other teaching certificates from many years prior. He does not teach; must data be collected on all certificates and carried through the subjects authorized (item 46)?

45. FIELDS/AREAS/SERVICES: This code list must be modified to reflect the ways a state authorizes or endorses areas of work under each certificate. Some specific codes might be considered for superintendents, principals, librarians, nurses, guidance personnel, supervisors, etc. (This item should remain compatible with item 53 as well as USOE Handbook VI.)

53. INSTRUCTIONAL AREAS: See item 45. For technical and ancillary personnel only in rare instances will a person be assigned to a specific instructional area. If it does not apply, one should code 00 = Does Not Apply.

57-58. LOCAL COURSE AND SECTION NUMBER: This item has been discussed before and its weaknesses made apparent. If these numbers are not unique within a district, it is possible for a teacher working in two or more organizational units (schools) to have repeat course numbers and they could even be different courses (remember a teacher can only be assigned one organizational code - see item 4).

DATA COLLECTION FORM
PROFESSIONAL PERSONNEL

1	2	3	4	5	6	7	8	9
Record Type	County Code	District Code	Organization Code	Emp Sta	Social Security Number	Filler		Card No.
2 0 3						0 0 0		0 1
1 3	4 6	7 10	11 13	14	15 23	24 26		27 28

10			11	12	13		
Last Name	First Name	M.I	Sex	Mar. Stat.	Date of Birth		
					Year	Month	Day
29 45		53	54	55	56		61

14	15	16	17	18	19	20	21	22	23
Highest Ed.	Inst. Ist Degree	Year	Inst. High Degree	Year	Card No.	Total Sem Hrs.	Year Last Cr.	Contract Period	Percent Time
					0 2				
62 63	64 69	70 71	72 77	78 79	27 28	29 31	32 33	34 36	37 39

24	25	26	27	28	29	30	31	32	33
Total Cont. Salary	Xtra Pay	Amt. Xtra Pay	Pre. Yr.	Emp Sta.	Local Exp.	State Exp.	Total Exp.	Medical Exam	Accident Report
								Year Month	Year Month Day
40 44	45	46 50	51	52	53 55	56 58	59 61	62 65	66

34	35	36	37	38	39	40	41	42	43	44
Record Type	Rec Cod	Detail Number	Filler	Cert Held	Date Issued	Date Expires	Lvl.	Grades Auth.	Record Type	Detail Number
2 0 7	1	0 1	0 0		Year Month Day	Year Month Day			2 1 0	0 1
1 3	24	25 26	27 28	29 30	31 36	37 42	43	44 47	1 3	27 28

45	46											
F/A/S	Subject	Detail Number	F/A/S	Subject	Detail Number	F/A/S	Subject	Detail Number	F/A/S	Subject		
		0 2			0 3			0 4				
29 30	31 34	27 28	29 30	31 34	27 28	29 30	31 34	27 28	29 30	31 34		

Record Type	Rec Cod	Detail Number	Filler	Cert. Held	Date Issued	Date Expires	Lvl.	Grades Auth.	Record Type	Detail Number
2 0 7	1		0 0		Year Month Day	Year Month Day			2 1 0	
1 3	24	25 26	27 28	29 30	31 36	37 42	43	44 47	1 3	27 28

F/A/S	Subject	Detail Number	F/A/S	Subject	Detail Number	F/A/S	Subject	Detail Number	F/A/S	Subject
29 30	31 34	27 28	29 30	31 34	27 28	29 30	31 34	27 28	29 30	31 34

47	48	50	51	52
Record Type	Rec Cod	Filler	Position Title	Area of Respon.
2 0 8	2	0 0		
1 3	24	27 28	29 30	31 33

53	54	55	56
Inst. Area	Scope of Assign.	Level of Assign.	% of Time on Assign.
34 35	36	37	38 40

49	57	58
Detail Number 25 26	Course Number 41 43	Section Number 44 45

Detail Number 25 26	Course Number 41 43	Section Number 44 45

Record Type	Rec Cod	Filler	Position Title	Area of Respon.
2 0 8	2	0 0		
1 3	24	27 28	29 30	31 33

Inst. Area	Scope of Assign.	Level of Assign.	% of Time on Assign.
34 35	36	37	38 40

Detail Number 25 26	Course Number 41 43	Section Number 44 45

Detail Number 25 26	Course Number 41 43	Section Number 44 45

INSTRUCTIONS FOR
PROFESSIONAL PERSONNEL

1. RECORD TYPE - 203 Professional-Educational Staff Member
   204 Professional Staff Member

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff member as defined by the following:

   1 - Professional Educational Staff Member - a professional educational staff member is a person who meets the stated criteria of a staff member and is performing activities regarded as professional in the field of education by the laws and regulations governing certification in the state, or by other professional-educational requirements recognized by the state.

   2 - Professional Staff Member - a professional staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to a particular field of professional specialization other than education.

6. SOCIAL SECURITY NUMBER - the number assigned to the staff member by the Social Security Administration.

7. RECORD CODE - 0

8. FILLER - 000

9. CARD NUMBER - 01

10. NAME - last name, first name, and middle initial of the staff member.

11. SEX

    1 - Male
    2 - Female

12. MARITAL STATUS - a numeric code indicating marital status. The following code should be used:

    1 - Single
    2 - Married
    3 - Separated
    4 - Divorced
    5 - Widowed

13. DATE OF BIRTH - year, month, and day of staff member's birth. December 22, 1931 would be recorded as 31-12-22.

14. HIGHEST LEVEL OF EDUCATION - the highest educational level attained in a formal program. The following codes will be used to indicate the highest level of education completed:

South Dakota	MSEIP
0	
1	02 - High School or less
2	05 - 1 year college
3	06 - 2 years college
4	08 - 3 years of college
6	10 - Bachelor's Degree
7	11 - Master's Degree
	12 - Intermediate Degree, 6th year program, educational specialist
8	13 - Doctor's Degree
9	03 - Vocational or Post High School

15. INSTITUTION GRANTING FIRST DEGREE - the code name of the educational institution which granted the baccalaureate degree, indicated by using the institution codes from the U.S. Office Universe of Institutions of Higher Education, most recent listing.

16. YEAR BACCALAUREATE DEGREE GRANTED - the last two digits of the year in which the staff member completed the baccalaureate degree. Example: June, 1961 would be coded 61.

17. INSTITUTION GRANTING HIGHEST DEGREE - the name of the educational institution which granted the highest degree, indicated by using the institution codes indicated in item 15.

18. YEAR HIGHEST DEGREE EARNED - the last two digits of the year in which the staff member completed the highest degree.

19. CARD NUMBER - 02

20. TOTAL SEMESTER HOURS - the total number of semester hours of credit earned by the staff member in undergraduate and graduate study. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds. Example: 60 quarter hours times 2/3 equal 40 semester hours. Trimester hours correspond to semester hours and need no conversion.

21. YEARS LAST CREDIT EARNED - the most recent year in which a staff member satisfactorily completed course work at an accredited institution. Certified vocational teachers would enter the most recent work completed which is related to their position. Record the last two digits of the most recent year in which the course was completed.

22. CONTRACT PERIOD - the number of days a staff member is employed annually for a contract period for the regular school year. For teachers this figure should include teaching service for instruction activities plus days legally allocated to in-service activities. This figure should be reported as: 90 days - 090.

23. PERCENT OF TIME WORKED - a staff member employed five days a week for at least the number of hours per day equal to the number of hours of a regular school day would be considered a full time staff member, expressed as 100 percent. A professional staff member employed only half the normal school day five days per week would be expressed as 50 percent. A staff member working full time for one semester, for example, would be reported as 100 percent for that period of time.

24. TOTAL CONTRACT SALARY - this item expresses to the nearest whole dollar the salary for the regular school year including supplemental pay. This should not include payment for summer school, night school, and adult education instruction, but should include all payment for extra duties specifically stated in the contract. Enter a five-digit number using leading zeros (right justified) if necessary.

25. DOES SALARY INCLUDE COMPENSATION FOR EXTRA DUTIES - code as follows:

    1 - Yes
    2 - No

26. AMOUNT FOR EXTRA DUTIES - if salary includes compensation for extra duties enter the amount to the nearest whole dollar. Enter a five-digit number using leading zeros (right justified) if necessary.

27. EMPLOYMENT PREVIOUS YEAR - the employment or activity of the staff member during the past school year. Coded as follows:

    1 - Public Education
    2 - Nonpublic/Private Education
    3 - Business or Industry
    4 - Military
    5 - Student
    6 - Housewife/Homemaking
    7 - Retired
    9 - Other

28. EMPLOYMENT STATUS - the circumstances under which the staff member serves in the school system:

    1 - Probationary - the employment status of the staff member who is employed from year to year preliminary to being placed on tenure status upon satisfactory performance over a stipulated period of time.

    2 - Tenure or Permanent - the employment status of the staff member whose employment is not subject to discontinuance by the governing authority except in stipulated circumstances.

    9 - Other Employment Status - the employment status of the staff member who is on neither probationary or tenure status.

29. LOCAL EXPERIENCE - the number of years to the nearest half, a staff member has been employed in a professional-educational or professional position by the present school system, excluding the current year. This should be recorded as follows: ten and one-half years - 10.5, five years - 05.0. Three digits should be entered, using zeros if necessary.

30. STATE EXPERIENCE - the number of years to the nearest half year, excluding the current year, a staff member has been employed in this state in elementary and/or secondary public and nonpublic school systems that conduct programs supporting the transfer of students in established grade sequences. Record as: 15.0 years or 06.5 years.

31. TOTAL EDUCATIONAL EXPERIENCE - the number of years to the nearest half year, the staff member has been employed in professional-educational or professional positions that conduct programs supporting transfer of pupils in established grade sequence in all educational systems, excluding the current year. Record years as follows: 15.0 years or 06.5 years.

32. MEDICAL EXAMINATION - the year and month of the most recent medical examination. This date should be recorded as: June 1961 - 61-06.

33. ACCIDENT RECORD - a numeric field containing year, month, and day of the most recent motor vehicle accident involving vehicle or property damage, or personal injury. This field relates only to vehicle operators and driver education teachers. This date should be recorded numerically as: June 12, 1962 - 62-06-12.

34. RECORD TYPE - 207

35. RECORD CODE - 1

36. CERTIFICATE DETAIL NUMBER - 01

37. FILLER - 00

38. CERTIFICATE HELD - a numeric code that is the equivalent of the name or title of each active license, certificate or permit held by a staff member. The coding structure will be consistent as described by the individual state's terminology.

39. DATE CERTIFICATE ISSUED - Year, month, and date active certificate was issued. This date should be recorded as: March 15, 1966 - 66-03-15

40. DATE CERTIFICATE EXPIRES - year, month, and day active certificate expires. This date should be recorded as: March 15, 1966 - 66-03-15.

41. INSTRUCTIONAL LEVEL AUTHORIZED BY CERTIFICATE - the instructional level authorized by the certificate. This is coded as follows:

1 - Preschool
2 - Elementary (K-6)
3 - Elementary (K-8)
4 - Secondary (7-12)
5 - Secondary (9-12)
6. Secondary (9-14)
7 - Post Secondary
8 - Not Designated
9 - General (K-12)

42. GRADES AUTHORIZED BY CERTIFICATES - the grade or ranges of grades within which the staff member is authorized to serve by the certificate, license, or permit. Record the grade or range of grades as shown by the example: Grades 7 through 12 - 07-12. Kindergarten should be entered as code 21.

43. RECORD TYPE - 210

44. FIELD/AREA/SERVICE DETAIL NUMBER - 01

45. FIELD/AREA/SERVICES - indicate the areas in which you are authorized under each certificate. Use the codes as listed below.

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations
15 - Social Studies
16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. & Sec. Education)
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Activities
22 - Athletic Cocurricular Activities
23 - Music Cocurricular Activities
24 - School Services Cocurricular Activities
25 - Cocurricular Social Organizations
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

46. SUBJECTS AUTHORIZED - indicate the subjects you are authorized to teach under each certificate by indicating the last four digits of each subject authorized as shown on pages 181-216 of the MSEIP Documentation.

47. RECORD TYPE - 208

48. RECORD CODE - 2

49. DETAIL NUMBER OF ASSIGNMENT RECORD - this is a two-digit number used to indicate the number of assignments held. The first assignment is 01, the second is 02, etc.

50. FILLER - 00

51. POSITION TITLE - the title or titles most descriptive of your activities as described by the titles and functions as coded on pages 256-266 of the MSEIP Documentation.

52. AREA OF RESPONSIBILITY - a major division or subdivision of a school system operation. Use the codes provided in the MSEIP Documentation, pages 250-251.

53. INSTRUCTIONAL AREA - a grouping of related courses or units of subject matter. Indicate the instructional area that you provide service in; use the following codes:

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations
15 - Social Studies
16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. & Sec. Education)
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Activities
22 - Athletic Cocurricular Activities
23 - Music Cocurricular Activities
24 - School Services Cocurricular Activities
25 - Cocurricular Social Organizations
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

54. SCOPE OF ASSIGNMENT - indicate the classification of your assignment using the codes listed below:

1 - Single School or Supporting Facility
2 - More Than One School or Supporting Facility but Less Than Systemwide
3 - Systemwide
4 - More Than One System but Less Than Statewide
5 - Statewide

55. LEVEL OF ASSIGNMENT - indicate the general level of your assignment by using the following codes:

1 - Elementary
2 - Elementary-Junior High
3 - Elementary-Senior High
4 - Elementary-Junior-Senior High
5 - Junior High
6 - Junior-Senior High
7 - Senior High
8 - Post High School

56. PERCENT OF TIME ON ASSIGNMENT - if you are a full time employee, the total of all your assignments is 100 percent. The percent of time on each assignment when totaled must equal 100. Example: if you are full time and have four equal assignments, each assignment will represent 25 percent of your time. If you are employed 50 percent of the time, the total of your assignments must equal 50.

57. LOCAL COURSE NUMBER - enter the three-digit course number for each course you teach, these are assigned by your district.

58. SECTION NUMBER - enter the two-digit section number for each section you teach, these are assigned by your district.

FILE LAYOUT - PROFESSIONAL PERSONNEL

1	2	3	4	5	6	7	8
Record Type (1–3)	County Code (4–6)	District Code (7–10)	Organization Code (11–13)	Educ. Emp. Status (14)	Social Security Number (15–23)	Rec. Code (24) = 0	Filler (25–26) = 0 0

9	10		
Card No. (27–28) = 0 1	Last Name (29–44)	First Name (45–52)	M.I. (53)

11	12	13			14	15	16	17	18
Sex (54)	Marital Status (55)	Date of Birth (56–61)			Highest Level of Educ. (62–63)	Institution - First Degree (64–69)	Year First Degree (70–71)	Institution - Highest Degree (72–77)	Year Highest Degree (78–79)
		Year	Month	Day					

19	20	21	22	23	24	25	26	27
Card No. (27–28) = 0 2	Total Semester Hours (29–31)	Last Year Credit Earned (32–33)	Total Contract Period (34–36)	Percent of Time Worked (37)	Total Contract Salary (40–44)	Ext. Pay (45)	Amount - Extra Pay (46–50)	Employ. Prev. Year (51)

28	29	30	31	32		33		
Employment Status (52)	Local Experience (53–55)	State Experience (56–58)	Total Educational Experience (59–61)	Medical Examination (62–65)		Accident Record (66–71)		
				Year	Month	Year	Month	Day

34 Record Type: 2 0 7 (1–3)

Fields 2-6, card columns 4-23 from the preceding page must be repeated.

35 Record Code: 1 (24)

36 Cert. Detail Number (25–26)

37 Filler: 0 0 (27–28)

38 Cert. Held (29–30)

39 Date Certificate Issued: Year | Month | Day (31–36)

40 Date Certificate Expires: Year | Month | Day (37–42)

41 Inst. Level Auth. (43)

42 Grades Authorized by Certificate (44–47)

43 Record Type: 2 1 0 (1–3)

Fields 2-6, 34 & 35; card columns 4-26 from the 207 Record must be repeated.

44 F.A.S. Detail Number (27–28)

45 Field/ Area/ Service (29–30)

46 Subject Authorized (31–34)

47 Record Type: 2 0 8 (1–3)

Fields 2-6, card columns 4-23 from the preceding page must be repeated.

48 Record Code: 2 (24)

49 Detail Number of Assign. (25–26)

50 Filler: 0 0 (27–28)

51 Position Title (29–30)

52 Area of Responsibility (31–33)

53 Inst. Area (34–35)

54 Scope of Assign. (36)

55 Level of Assign. (37)

56 Percent of Time on Assignment (38–40)

57 Local Course Number (41–43)

58 Section Number (44–45)

Technical/Ancillary Personnel

One of the major problems was that many of these people could not classify themselves as either technical or ancillary. Therefore, it behooves any state planning to implement this portion of this subsystem to take the job titles as listed in this subsystem and classify them as technical or ancillary (see MSEIP Documentation, page 256). This will insure that like titles will be grouped together for easy analysis even though the individual may consider himself as belonging to the other category. There are still problems to resolve such as a business manager who may be either a professional, professional/educational, or ancillary personnel depending upon previous training.

1. RECORD TYPE: (define responses)

205 - Technical Staff Member - a technical staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to the particular area of technical specialization than to education.

206 - Ancillary Staff Member - an ancillary staff member is a person who meets all the stated criteria of a staff member and who is performing activities of a non-technical or non-professional nature which provides a supplementary service in the field of education.

The following list of position titles should be added to the one in the MSEIP Documentation, page 256.

Technical Positions: Audiologist; Audiometrist; Audiovisual Technician; Data Processing Machine Operator; Dental Hygienist; Dietitian; Draftsman; Instructional Programmer; Machine Programmer; Nutritionist; Physical Therapist; School Nurse; Systems Analyst.

Ancillary: Auditor; Bookkeeper; Bus Driver; Buyer; Cafeteria or Food Service Manager; Cashier; Census Taker; Clerk; Controller; Crafts and Trades Worker; Custodian; Dispatcher; Food Service Worker; Foreman; Grounds Keeper; Guard; Helper; Inspector; Messenger; Plant Engineer; Printer; Secretary; Stationary Engineer; Teacher Aide; Teaching Assistant; Vehicle Operator.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO - MICHIGAN - NEBRASKA -

MSEIP

MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

DATA COLLECTION FORM
PERSONNEL RECORD
TECHNICAL / ANCILLARY

This form developed for MSEIP demonstration in South Dakota.

1	2	3	4
Record Type	County Code	District Code	Organization Code
1 3			13

5	6	9
Ed. Emp. Stat	Social Security Number	Card No.
		0 1
14	23	27 28

10			11	12
Last Name	First Name	M.I.	Sex	Mar. Stat.
29 53				55

13			14	15		16		
Date of Birth			Highest Ed.	Medical Exam.		Accident Report		
Year	Month	Day		Year	Month	Year	Month	Day
56								71

17	18	19	20	21
Card No	Days Employed	Hours Per Day	Hourly Wage	Annual Wage
0 2				
27 28	29			

22	24	25	27	28	29	30	31	32
Record Code	Rec. Code	Detail Number	Position Title	Area of Respon.	Inst. Area	Scope of Assign.	Level of Assign.	% of Time on Assign.
2 0 9	2	0 1						
1 3	24	25 26	29					
2 0 9	2	0 2						
1 3	24	25 26	29					
2 0 9	2	0 3						
1 3	24	25 26	29					
2 0 9	2	0 4						
1 3	24	25 26	29					
2 0 9	2	0 5						
1 3	24	25 26	29					

INSTRUCTIONS FOR
TECHNICAL/ANCILLARY PERSONNEL

1. RECORD TYPE - 205 Technical Staff Member
   206 Ancillary Staff Member

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff member as defined by the following:

   1 - Technical Staff Member - a technical staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to a particular area of technical specialization than to education.

   2 - Ancillary Staff Member - an ancillary staff member is a person who meets all the stated criteria of a staff member and who is performing activities of a nontechnical or nonprofessional nature which provides supplementary service in the field of education.

6. SOCIAL SECURITY NUMBER - the number assigned to the staff member by the Social Security Administration.

7. RECORD CODE - 0

8. FILLER - 00

9. CARD NUMBER - 01

10. NAME - last name, first name, and middle initial of the staff member.

11. SEX

    1 - Male
    2 - Female

12. MARITAL STATUS - a numeric code indicating marital status. The following code should be used:

    1 - Single
    2 - Married
    3 - Separated
    4 - Divorced
    5 - Widowed

13. DATE OF BIRTH - year, month, and day of staff member's birth. December 22, 1931 would be recorded as 31-12-22.

14. HIGHEST LEVEL OF EDUCATION - the highest educational level attained in a formal program. The following codes will be used to indicate the highest level of education completed.

South Dakota	MSEIP
0	02 - High School or less
1	05 - 1 year of college
2	06 - 2 years of college
3	08 - 3 years of college
4	10 - Bachelor's Degree
6	11 - Master's Degree
7	12 - Intermediate Degree, 6th year program, educational specialist
8	13 - Doctor's Degree
9	03 - Vocational or Post High School

15. MEDICAL EXAMINATION - the year and month of the most recent medical examination. This date should be recorded as: June 1961 - 61-06.

16. ACCIDENT RECORD - a numeric field containing year, month, and day of the most recent motor vehicle accident involving vehicle or property damage, or personal injury. This field relates only to vehicle operators and driver education teachers. This date should recorded numerically as: June 12, 1962 - 62-06-12.

17. CARD NUMBER - 02

18. NUMBER OF DAYS EMPLOYED - the actual number of days the staff member is employed, including paid vacations. A staff member employed five days per week on an annual basis would report 260 days per year. This figure should be right justified.

19. HOURS WORKED PER DAY - the average number of hours worked per day by staff members. This information should be recorded to the nearest hour. Example: ten and three-fourth hours as 11.

20. HOURLY WAGE - the rate of pay per hour to be paid a staff member during the current year. Record the amount paid per hour. Example: $2.52 would be recorded as 0252.

21. ANNUAL WAGE - the amount of money paid, before deductions each school year, to a staff member as determined by the contract during the current year. This amount should be recorded to the nearest whole dollar and right justified.

22. RECORD TYPE - 209

23. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff member as defined by the following:

1 - Technical Staff Member - a technical staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to a particular area of technical specialization than to education.

2. Ancillary Staff Member - an ancillary staff member is a person who meets all the stated criteria of a staff member and who is performing activities of a nontechnical or nonprofessional nature which provide supplementary service in the field of education.

24. RECORD CODE - 2

25. DETAIL NUMBER OF ASSIGNMENT RECORD - this is a two-digit number used to indicate the number of assignments held. The first assignment is 01, the second is 02, etc.

26. FILLER - 00

27. POSITION TITLE - the title or titles most descriptive of your activities as described by the titles and functions as coded on pages 256-266 of the MSEIP Documentation.

28. AREA OF RESPONSIBILITY - a major division or subdivision of a school system operation. Use the codes provided in the MSEIP Documentation, pages 250-251.

29. INSTRUCTIONAL AREA - a grouping of related courses or units of subject matter. Indicate the instructional area that you provide service in; use the following codes:

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations
15 - Social Studies
16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. & Sec. Education)
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Activities
22 - Athletic Cocurricular Activities
23 - Music Cocurricular Activities
24 - School Services Cocurricular Activities
25 - Cocurricular Social Organizations
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

30. SCOPE OF ASSIGNMENT - indicate the classification of your assignment using the codes listed below:

1 - Single School or Supporting Facility
2 - More Than One School or Supporting Facility but Less Than Systemwide
3 - Systemwide
4 - More Than One System but Less Than Statewide
5 - Statewide

31. LEVEL OF ASSIGNMENT - a code indicating the general level of the assignment of a staff member. This is coded as follows:

1 - Elementary
2 - Elementary-Junior High
3 - Elementary-Senior High
4 - Elementary-Junior-Senior High
5 - Junior High
6 - Junior-Senior High
7 - Senior High
8 - Post High School

32. PERCENT OF TIME ON ASSIGNMENT - percent of employed time spent on this assignment. A staff member that worked all day every day for the regular school year would enter 100 percent. A staff member working one-half day every day for the regular school year would enter 50 percent. NOTE: three digits must be entered, as 050. Any figure less than 100 percent will need adjustment in this manner.

FILE LAYOUT - TECHNICAL/ANCILLARY PERSONNEL

1	2	3	4	5	6	7	8	9
Record Type	County Code	District Code	Organization Code	Edu. Emp. Stat.	Social Security Number	Rec. Code	Filler	Card Number
						0	0 0	0 1
1 3	4 6	7 10	11 13	14	15 23	24	25 26	27 28

10			11	12	13			14	15		16		
Last Name	First Name	MI	Sex	Mar. Sta.	Date of Birth			Highest Level of Ed.	Medical Exam.		Accident Record		
					Year	Month	Day		Year	Month	Year	Month	Day
29 44	45 52	53	54	55	56 61			62 63	64 67		68 73		

17	18	19	20	21
Card Number	No. of Days Employed	Hours Worked Per Day	Hourly Wage	Annual Wage
0 2				
27 28	29 31	32 33	34 37	38 42

22	23	24	25	26	27	28	29	30	31	32
Record Type	Educ. Emp. Stat.	Record Code	Det.No. Assign. Record	Filler	Posi-tion Title	Area of Respon.	Instr. Area	Scope of Asgn.	Level of Asgn.	% Time on Assignment
2 0 9		2		0 0						
1 3	14	24	25 26	27 28	29 30	31 33	34 35	36	37	38 40

PUPIL FILE

The MSEIP Pupil Subsystem was concerned with developing a pupil accounting system that would satisfy requirements of SEA's, provide for needs of LEA's in the collection of pupil data, and provide feed-back of meaningful pupil data and analysis.

The Pupil Subsystem data file is separated into two categories based on relative need of the data items (Table 6). The first category consists of a minimal number of items considered by the committee as essential in collecting pupil information. The second category contains optional data items. The items in the first category may be essential for the calculation of state aids, transportation aids, enrollments, and other required statistics. The SEA's must select carefully from the optional category those items which they desire to collect and add to the essential items. It is imperative that each state keep its selection of items to a minimum because of the large number of pupils within a state and the voluminous amount of data to be collected and maintained.

The Pupil file is sequenced by pupil identification number within organizational unit, within district, within county. This allows for access to as small a group of pupils as possible, thereby increasing the efficiency of the system for retrieval and reporting purposes.

Only two of the pupil records were collected for the Demonstration-Workshop Conference of MSEIP. The basic pupil data were collected on the 503 record and also collected were the pupils' class assignments, which is part of the 507 record. While no other pupil data were collected, these data items were collected in "unit form" on all of the pupils in the five district sample.

There are some concerns about the collection of pupil data that an SEA will have to take into consideration before implementation is initiated. There is a small number of pupils, between five and ten percent, about which it is necessary for the SEA to have a great deal of information. These are primarily pupils in special education programs. The data needs for the majority of pupils within a state can be satisfied with summary form. This disparity caused the pupil committee to develop a listing of data items that would meet the needs of the special group. Before any state implements the Pupil Subsystem there will need to be a careful selection of what items, if any, need to be collected in unit form about the majority of pupils.

The large number of pupils compared to the numbers in any other subsystem, makes even a short unit record on all pupils a very voluminous file to collect and maintain.

If any individual information is to be collected on pupils, each pupil will have to have a unique identifying number. The Universal Birth Number is recommended. A further discussion on this numbering system can be found in the MSEIP Documentation, pages 297-299.

Table 6. PUPIL FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
500	County			501	Directory
501	District			502	500
502	Organization			503	501
503	Pupil/Category One	1	49	504,507	502
504	Pupil/Category Two	17	1127	505,506 508-520	503
505	Adults in Household	1	54		504
506	Bro/Sis in Household	1	36		504
507	Course Information	1	28		503
508	Disease and Illness	1	29		504
509	Federal Assistance	1	25		504
510	Welfare	1	24		504
511	Immunization	1	25		504
512	Languages	1	24		504
513	Limitations	1	29		504
514	Nonschool Performance	1	56		504
515	Other Child. in House.	1	55		504
516	Physical Examination	1	25		504
517	Pupil Referral	1	32		504
518	School Activities	1	41		504
519	Std. Tests & Invent.		52		504
520	Surgery & Injuries	1	34		504

The information that was needed to complete even the abbreviated form used in the demonstration was not all located in one physical place within the LEA. This meant that the forms had to be handled by a number of people or records had to be moved to a central location. Either of these alternatives is condusive to errors.

It will be necessary to instruct all of the districts in the state on the form in which the information is to be collected at the LEA. Transformation of information from one system to another is time consuming and fraught with complications.

It is recommended that the collection document for pupils carry the control codes - record numbers, fillers, card numbers, and detail numbers where possible so not to be omitted when processed. During the collection for demonstration there were some areas that Central Staff felt might need additional review prior to implementation.

5. PUPIL SEQUENCE NUMBER: This internal numbering system should be controlled from the central office of the district. While a pupil is sequenced by County Code, District Code, and Organization Code, the number could be duplicated from building to building without immediate problems; however, if a pupil moves to another building the number would have to be changed to avoid possible duplication. Therefore, in order to preserve "uniqueness" central control must be maintained (see pages 297-299 in the MSEIP Documentation).

9. TYPE OF ENTRY OR RE-ENTRY: A decision has to be made on whether (R-1) "A pupil received from within the same school" is to be collected, other than locally. In addition, a decision will have to be made on the length of time the "D", which designates a dropout who has returned to school, will be retained. The same comment is germane to the Type of Pupil Code - (80) Former Dropout in item 19.

19. TYPE OF PUPIL: A further elaboration is necessary on who is "professionally qualified" to classify pupils. Most teachers felt that they were qualified and when individual teachers completed pupil report forms asking for Type of Pupil, there were many arbitrary decision made. It might be well to have the district central office responsible for coding all pupils who do not fall into the (00) Normal Range of Pupils classification.

Following is a list of pupil types that cannot be identified using the MSEIP System. There is more than enough coding space in MSEIP to define these pupil types and they should be added.

1. Children from low income areas
2. Neglected and delinquent children
3. Potential dropouts
4. Adult basic education
5. Number of children (ages 5 through 18) residing in the district from families with less than $2,000 annual income.

There is a need to modify the system to allow for a multiple response to this item. Many students will and should be classified in more than one group.

108. LOCAL COURSE NUMBER: For a discussion of this item see page 91 of Instructional Programs.

DATA COLLECTION FORM
PUPIL RECORD

This form developed for MSEIP demonstration in South Dakota.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO - MICHIGAN - NEBRASKA -

MSEIP

MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

1	2	3	4
Record Type	County	District	School Org.
5 0 3			
1			13

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	105	106
Pupil Sequence Number	Record Code	Card Number	Sex	Grade Entered	Type Entry/ Re-entry	With-drawal	Transportation Status	Res.	Tuit.	½ Days Member	½ Days Present	Ed. & Voc. Interest	Type Cl.	Type Pupil	Record Type	Record Code
	0 1	0 1													5 0 7	0 5
14		22								40				49	1 3	19 20

108	109	108	109	108	109	108	109	108	109	108	109	108	109	108	109
01 Local Course No.	Sec. No.	02 Local Course No.	Sec. No.	03 Local Course No.	Sec. No.	04 Local Course No.	Sec. No.	05 Local Course No.	Sec. No.	06 Local Course No.	Sec. No.	07 Local Course No.	Sec. No.	08 Local Course No.	Sec. No.
23	27	23	27	23	27	23	27	23	27	23	27	23	27	23	27

108	109	108	109
09 Local Course No.	Sec. No.	10 Local Course No.	Sec. No.
23	27	23	27

147 141

1 2 3 4

Record Type: 5 0 3 | County | District | School Org.

1 13

PUPIL RECORD

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 105 106

Pupil Sequence Number | Record Code: 0 1 | Card Number: 0 1 | Sex | Grade Entered | Type Entry/ Re-entry | With-drawal | Transportation Status | Res. | Tuit. | ½ Days Member | ½ Days Present | Ed. & Voc. Interest | Type Cl. | Type Pupil | Record Type: 5 0 7 | Record Code: 0 5

14 22 40 49 1 3 19 20

108 109 108 109 108 109 108 109 108 109 108 109 108 109 108 109

01 Local Course No. | Sec. No. | 02 Local Course No. | Sec. No. | 03 Local Course No. | Sec. No. | 04 Local Course No. | Sec. No. | 05 Local Course No. | Sec. No. | 06 Local Course No. | Sec. No. | 07 Local Course No. | Sec. No. | 08 Local Course No. | Sec. No.

23 27

108 109 108 109

09 Local Course No. | Sec. No. | 10 Local Course No. | Sec. No.

23 27

INSTRUCTIONS FOR
PUPILS

1. RECORD TYPE - 503

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. INTERNAL PUPIL SEQUENCE NUMBER - this is a five digit numeric field assigned to a pupil for internal file sequencing purposes. This code is assigned yearly at the district level.

6. RECORD CODE - 01

7. CARD NUMBER - 01

8. SEX - the sex of the pupil

   1 - Male
   2 - Female

9. GRADE ENTERED - the grade entered by the pupil during this current school year.

   01 - Grade 1
   02 - Grade 2
   03 - Grade 3
   04 - Grade 4
   05 - Grade 5
   06 - Grade 6
   07 - Grade 7
   08 - Grade 8
   09 - Grade 9
   10 - Grade 10
   11 - Grade 11
   12 - Grade 12
   13 - Grade 13 (College 1 Year)
   14 - Grade 14 (College 2 Years)
   15 - Third Year College
   16 - Fourth Year College
   20 - Nursery/Pre-kindergarten
   21 - Kindergarten
   30 - Adult Education
   40 - Ungraded Elementary
   41 - Ungraded Secondary
   42 - Special Education, Elementary
   43 - Special Education, Secondary
   44 - Sheltered Workshop
   45 - Clinic
   99 - Other

10. TYPE OF ENTRY OR RE-ENTRY

    Original Entry - a pupil entering a school or other instructional situation for the first time in the United States or its outlying areas is referred to as an original entry.

    0 - Original Entry

Type of Re-entry - any entering pupil who was previously enrolled in any public or nonpublic school in the United States and/or its outlying areas is referred to as a re-entry. Re-entry codes and definitions are the following:

1 - (R-1) - A Pupil Received from Within the Same School - this applies where the pupil continues in membership in the school from one regular school term to the next; where the pupil's name has been transferred during a regular school term from one homeroom register to another because of a transfer, promotion, or demotion within the same school; and where the pupil returns to the same room in the same school after withdrawal or discharge without entering any other school during the intervening period.

2 - (R-2) - Re-entry from a Public School in the Same Local Administrative Unit - a pupil received from another school under the same local control. This applies to pupils who are promoted from one school to another; change their residence and go to a different school; or are reassigned to a different school.

3 - (R-3) - Re-entry from a Nonpublic School in the Same Local Administrative Unit - a pupil received from a nonpublic school located in the same local district. This applies to pupils who transfer from private or parochial schools located within the local district.

4 - (R-4) - Re-entry from a Public School Outside the Local District but Within the Same State as the Local District - a pupil received from a public school outside the local district but within the same state as the local district.

5 - (R-5) - Re-entry from a Nonpublic School in the State, but Outside the Local District - a pupil received from a private or parochial school outside the local district but within the same state as the local district.

6 - (R-6) - Re-entry from Another State or Country - a pupil received from a school, public or nonpublic, located outside the state or country.

D - Former Dropout - a pupil whose most recent previous school membership was terminated by dropping out. The suffix "D" should be added to the designation for re-entry to indicate the source of the re-entry: 1D, 2D, 3D, 4D, 5D, and 6D.

Control - is this the first time you have enrolled in a school in this state this year?

1 - Yes
2 - No

11. WITHDRAWAL - information about pupils who have withdrawn from membership in a class, grade, or school by transferring, completing schoolwork, dropping out, or because of death.

Transfer - a pupil who leaves one class, grade, or school and moves to another class, grade, or school is referred to as a transfer. Coded as follows:

01 - (T-1) - a pupil transferred to another grade or homeroom within the same school.

02 - (T-2) - a pupil transferred to another public school or other instruction under public school supervision in the same administrative unit.

03 - (T-3) - a pupil transferred to a nonpublic school located within the same local administrative unit.

04 - (T-4) - a pupil transferred to a public school in the state, but outside the local administrative unit.

05 - (T-5) - a pupil transferred to a nonpublic school in the state, but outside the local administrative unit.

06 - (T-6) - a pupil transferred to another school, public or nonpublic, outside the state.

07 - (T-7) - a pupil transferred to another school, public or nonpublic, in another country.

Completion - a pupil who has graduated from a high school (grade 12) or junior college or otherwise has fulfilled the requirements for a prescribed program of studies.

08 - Graduated from High School or Junior College - a pupil receives a diploma or degree as formal recognition for the successful completion of a high school or junior college program of instruction.

09 - Completed Other Schoolwork - a pupil who has completed school in an approved manner other than 08 and receives a certificate of completion, gains recognition for work as a high school postgraduate, is accepted for early admission to a college or university, or receives other recognition.

Dropout - a pupil who leaves school, for any reason except death, before graduation or completion of a program of studies and without transferring to another school.

10 - Physical Illness - a pupil leaves school because of physical illness.

11 - Physical Disability - a pupil who was excused from school attendance because of a physical defect or handicap of a permanent or semi-permanent nature.

12 - Mental Illness - a pupil who was excused or required to leave school because of a mental illness.

13 - Mental Disability - a pupil who was excused from school attendance because of a mental handicap or defect of a permanent or semipermanent nature.

14 - Behavioral Difficulty - a pupil who was required to withdraw from school because of behavioral difficulty.

15 - Academic Difficulty - a pupil leaves school because of academic difficulty.

16 - Lack of Appropriate Curriculum - a pupil leaves school because the curriculum was not appropriate for his needs.

17 - Poor Pupil-Staff Relationship - a pupil leaves school because of poor relationships with members of the school staff.

18 - Poor Relationship with Fellow Pupils - a pupil leaves school because of poor relationships with fellow pupils.

19 - Dislike of School Experience - the pupil leaves school because of an active dislike of one or more aspects of his school experiences.

20 - Parental Influence - a pupil leaves school as a result of parental encouragement to do so.

21 - Needed at Home - a pupil leaves school to help with work at home.

22 - Economic Reasons - a pupil leaves school because of economic reasons, including inability to pay for school expenses and inability of parents to provide suitable clothing.

23 - Employment - a pupil leaves school to seek or accept employment, including employment required to support parents or other dependents.

24 - Marriage - a pupil leaves school to marry.

25 - Pregnancy - a pupil leaves school, or is required to leave school, because of pregnancy.

26 - Other Known Reason - a pupil leaves school or was required to leave for some reason other than those given for codes 01 to 25 above.

27 - Reason Unknown - a pupil leaves school for a reason which is not known.

Note: Codes 28 and 29 will not be included in computing total dropouts.

28 - Never Belong in this School - a pupil who was erroneously put into another school's file when in fact he never belonged to that school.

Death - a pupil's name was removed from the membership roll of the school following his death.

29 - Death - a pupil's name is removed from the rolls of the school because of his death.

12. TRANSPORTATION STATUS OF THE PUPIL - the information about whether or not a pupil is transported to and/or from school, or receives services in lieu of transportation, and at whose expense.

Transported
1 - Yes
2 - No

Whose Expense
1 - District Only
2 - Another District
3 - State Only
4 - Private Individual
5 - District and State
9 - Other

Distance Transported - one-way distance from school
1 - Less than One Mile
2 - One Mile but Less than Two Miles
3 - Two Miles but Less than Five Miles
4 - Five Miles or More

Qualified for State Aid
1 - Yes
2 - No

Services in Lieu of Transportation
1 - Yes
2 - No

13. RESIDENCE CRITERIA

1 - Resident
2 - Nonresident (In-state)
3 - Nonresident (Out of State)
9 - Other

14. TUITION STATUS - information indicating whether a district receives tuition payment for a pupil, regardless of his residence.

1 - No Tuition
2 - Paid by Another County
3 - Paid by Another District
4 - Paid by Another State
5 - Paid by Parent
9 - Other

15. NUMBER OF HALF DAYS MEMBERSHIP - the number of half days a pupil is present and absent when school is in regular session during a given reporting period.

16. NUMBER OF HALF DAYS PRESENT - the number of half days a pupil is present when school is in regular session during a given reporting period.

17. EDUCATIONAL AND VOCATIONAL INTERESTS AND PLANS - information about the pupil's aspirations and plans for vocational training and/or education after leaving the school in which he is currently in membership.

Educational Aspirations
- 01 - Less than High School Graduation
- 02 - High School Graduation
- 03 - On-the-job Training
- 04 - Apprentice Program
- 05 - Go to School in Military Service
- 06 - Technical, Trade, or Business School - Two Years or Less
- 07 - Technical, Trade, or Business School - More than Two Years
- 08 - Some College - not to Graduate
- 09 - Complete Junior College
- 10 - Bachelor's Degree
- 11 - Beyond a Bachelor's Degree
- 99 - Other

Vocational Interests
- 0 - No Information Available
- 1 - Professional, Technical, and Managerial Occupations
- 2 - Clerical and Sales Occupations
- 3 - Service Occupations
- 4 - Farming, Fishing, Forestry, and Related Occupations
- 5 - Processing Occupations
- 6 - Machine Trades Occupations
- 7 - Bench Work Occupations
- 8 - Structural Work Occupations
- 9 - Miscellaneous Occupations

18. TYPE OF CLASS - the type of class or classes in which a pupil is to receive approved instruction.

- 1 - Regular
- 2 - Exceptional
- 3 - Homebound
- 9 - Other

19. TYPE OF PUPIL - the group or groups into which individuals are classified when identified by professionally qualified personnel.

- 00 - Normal Range of Pupils - pupils within the normal range of ability and performance, that is, the general type of pupils in most schools, courses, or classes serving pupils of a given age group.

10 - Gifted and Talented - pupils identified by professionally qualified personnel as being mentally gifted or talented in such areas as:

11 - In General Academic Work - including mathematics, science, social studies, reading, foreign language, and other language arts.

12 - In Fine Arts Areas - including music, dance, arts of design, and dramatics.

13 - In Vocational and Technical Areas

19 - In Other Areas - including athletics, human relationships, and creativity in areas not identified above.

20 - Slow Learner - pupils who display evidence of having difficulty in adjusting to the curriculum in academic areas, requiring some minor modification of school offering within the regular classroom in order to attain maximum growth and development.

30 - Mentally Handicapped - pupils identified by professionally qualified personnel as being mentally handicapped according to degrees of retardation. This includes those individuals whose level of mental development is such that they have been identified by professionally qualified personnel as unable to profit from the school program without special help. Pupils in this category are classified educationally as educable (mild) mentally handicapped; trainable (moderate) mentally handicapped; and custodial (severe or profound) mentally handicapped.

31 - Educable (Mild) Mentally Handicapped - mentally handicapped individuals who are educable in the academic, social, and occupational areas even though moderate supervision may be necessary.

32 - Trainable (Moderate) Mentally Handicapped - mentally handicapped individuals for whom little or no self-support is anticipated although some improvement in performance is possible, especially in the self-care social, and emotional adjustment and economic usefulness in the home or sheltered environment.

33 - Custodial (Severe or Profound) Mentally Handicapped - mentally handicapped individuals for whom neither self-support nor significant improvement in performance is anticipated.

40 - Physically Handicapped - pupils identified by professionally qualified persons as having one or more physical handicaps, for example, the blind, the hard of hearing, the speech impaired, and the crippled.

41 - Blind - those pupils who are declared legally blind.

42 - Partially Seeing - those pupils who require special educational facilities beyond the usual school program.

43 - Deaf - those pupils who are declared legally deaf.

44 - Hard of Hearing - those pupils who require special consideration because of a hearing loss.

45 - Speech Handicapped - those pupils whose speech is abnormal due to a physical reason.

46 - Crippled - individuals having a physical impairment of a type which might restrict normal opportunities for education or self-support. This term is generally considered to include individuals having impairments caused by a congenital abnormality, for example, cleft palate, club foot, absence of some member, etc. It also includes impairment caused by disease, for example, poliomyelitis, tuberculosis, encephalitis, and other neurological involvements which might result in conditions such as cerebral palsy or epilepsy, etc. It further includes impairments caused by accidents, for example, fractures or burns which cause contractures, etc.

47 - Pupils With Special Physical Health Problems - pupils identified by professionally qualified personnel as having either permanently or periodically less than the usual amount of strength, energy, and endurance and hence may need appropriate modification of their educational program. Such a condition might result from chronic illness or environmental causes, for example, diabetes, cardiac disease, or lead poisoning.

50 - Socially and/or Emotionally Handicapped - pupils identified by professionally qualified personnel as having a social and/or emotional handicap, such as being emotionally disturbed and delinquency prone. (Pupils having a cultural handicap are included under a separate classification.)

51 - Emotionally Disturbed - pupils identified by professionally qualified personnel as having an emotional handicap of such nature and severity as to require one or more special services, whether or not such services are available. Such services include institutional care, other professional treatment or care, and instruction in special classes for special pupils on a full time or part-time basis.

52 - Delinquency Prone - pupils who have been identified by professionally qualified personnel as having a strong tendency toward committing acts which are classified as patterns of delinquent behavior.

59 - Other Social and/or Emotional Handicapped - pupils identified by professionally qualified personnel as being socially and/or emotionally handicapped in a manner other than those identified under the items above. The nature of their handicap should be specified; for example, children addicated to hallucinogenic or other deviate drugs.

60 - Culturally Handicapped - pupils identified by professionally qualified personnel as having a deviation or deficiency in cultural or environmental background that adversely affects their school performance or learning, for example, non-English speaking pupils, migrant children, functional illiterates, and members of disadvantaged cultural groups.

61 - Culturally Disadvantaged - pupils whose cultural background is so different from that of most pupils that they have been identified by professionally qualified personnel as needing additional educational opportunities beyond what are provided by the usual school program if they are to be educated to the level of their abilities. Certain types of programs for culturally disadvantaged pupils are referred to as compensatory education programs.

62 - Non-English Speaking Pupils - pupils whose ability to speak English is so retarded that they are unable to profit from the usual classroom instruction in English.

63 - Migrant Children - pupils whose parents are migrant workers and who are within the age limits for which the local school district provides free public education.

64 - Functional Illiterates - individuals who are unable to read, write, and compute sufficiently well to meet the needs of adult life. This frequently is considered to include adults who have not gone beyond the eighth grade or who cannot read, write, and compute at or about an eighth grade level of performance.

69 - Other Culturally Handicapped Pupils - pupils identified by professionally qualified personnel as having cultural handicaps in a manner other than those identified under the items above, for example, culturally different, parental neglect, and economically disadvantaged. The nature of their handicap should be specified.

70 - Pupils with Learning Difficulties

71 - Learning Difficultires - pupils identified by professionally qualified personnel as having sharp deficits in one or a limited number of aspects of the cognitive processes, that is, the sensory, associate, or expressive processes and marked underachievement when considering the general level or mode of the overall abilities. Many such pupils are also said to have brain injury (Strauss Syndrome), perceptual handicaps, or minimal brain dysfunctions. For reporting purposes, pupils having learning difficulties also should be identified according to other characteristics such as being within the normal range of pupils, being gifted or talented, being mentally handicapped, partially seeing, hard of hearing, or speech impaired, or having other specific types of handicaps. In each case, the distinctive features are the sharp imbalance within the pupil's cognitive development and marked underachievement.

72 - Communication Disorder - pupils identified as having a communication problem for which no physical reason can be determined.

73 - Underachieving Pupils - pupils who score consistently and significantly below their expected performance levels on standardized achievement tests. Their expected performance levels are determined by using scores on standardized tests of ability to predict performance on standardized tests of achievement.

80 - Former Dropouts - pupils who have returned to school after dropping out, that is, pupils whose most recent formal education was in an elementary or secondary school and who withdrew from this school by dropping out.

90 - Miscellaneous Characteristics

91 - Multiple Handicaps - pupils having more than one handicap. These pupils should be identified also according to the nature of each handicap as indicated elsewhere in this series.

92 - Pre-kindergarten Age - pupil is below legal age for admission into kindergarten.

93 - Employed Youth Under Age 18 - persons under 18 years of age who have not completed a secondary school and who left full time instruction to enter the labor force.

94 - Pregnancy - a pupil who is receiving a special program because of pregnancy.

95 - Adult and Post High School - persons of adult age, usually 21 years old, and youth beyond the age of compulsory school attendance who enroll in a program of instruction.

96 - Parents - parents of school children and children of pre-school age.

99 - Other Characteristics - distinctive characteristics of pupil groups not identified elsewhere under this series, such as pupils in a given program of study. Any such characteristic should be specified.

20. RECORD TYPE - 504

21. RECORD CODE - 02

22. CARD NUMBER - 01

23. AGE GROUP OF THE PUPIL - the age group into which a pupil falls at the time of registration for an adult education program.

1 - Under 18
2 - 18-19
3 - 20-24
4 - 25-29
5 - 30-34
6 - 35-44
7 - 45-54
8 - 55-64
9 - 65 and over

24. ANY OTHER NAME - the last name and any appendages such as Jr. or III, first name, and middle initial other than the legal name by which the pupil is known.

25. AREA OF SPECIALIZATION AND COURSE EMPHASIS - the general accumulation of courses completed by a pupil enabling him to qualify for a diploma, certificate, or degree for completion of schoolwork as stipulated by the practices of the local and/or state school system.

Area of Specialization

0 - Does Not Apply
1 - General
2 - College Preparatory
3 - Business
4 - Vocational
5 - Liberal Arts
6 - Liberal Arts Transfer
7 - Technical
8 - Terminal Occupational
9 - Other

Course Emphasis

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations
15 - Social Studies

16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. & Sec. Education
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Activities
22 - Athletic Cocurricular Activities
23 - Music Cocurricular Activities
24 - School Service Cocurricular Activities
25 - Cocurricular Social Organizations
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

26. BUSINESS TELEPHONE NUMBER OF THE HEAD OF HOUSEHOLD (If Different from the Parent's or Legal Guardian's) - the current telephone number of the head of household's employer. Indicate the area code and all of the letters and/or digits.

27. BUSINESS TELEPHONE NUMBER OF THE MALE PARENT OR LEGAL GUARDIAN - the current telephone number of the male parent's or legal guardian's employer. Indicate the area code and all of the letters and/or digits.

28. CITIZENSHIP STATUS - the nature of the pupil's citizenship status within the United States.

1 - United States Citizen
2 - Other than United States Citizen

29. COURSE LOAD AND TIME STATUS - whether a pupil is carrying a full course load as designated by his state and/or local school district, and the percent of time a pupil is in school.

Course Load - Is the pupil carrying a full course load as determined by the state or local school system?
1 - Yes
2 - No

Time Status - to determine the percent of time a pupil is in school, divide the number of clock hours per week a pupil is in school by the number of clock hours school is in session, and multiply by 100.
00 - Full time
For part-time, enter the percent figured to the nearest whole number.

30. CARD NUMBER - 02

31. DATE OF BIRTH - the year, month, and day of the pupil's birth.

32. EDUCATIONAL LEVEL OF THE MAN WITH WHOM THE PUPIL RESIDES (Parent or Male Head of Household) - the highest educational level attained by the man with whom the pupil resides. The codes are listed on the next page.

00 - None
01 - Grade 1
02 - Grade 2
03 - Grade 3
04 - Grade 4
05 - Grade 5
06 - Grade 6
07 - Grade 7
08 - Grade 8
09 - Grade 9
10 - Grade 10
11 - Grade 11
12 - Grade 12
13 - Grade 13 (College 1 Year)
14 - Grade 14 (College 2 Years)
15 - College 3 Years
16 - College 4 Years
60 - High School Diploma
61 - High School Equivalency
62 - Business or Clerical School Diploma or Certificate
63 - Voc-Tech 2-Year Certificate
64 - Associate of Arts Degree
65 - Other Post High School
70 - Bachelor's Degree
71 - Master's Degree
72 - Doctor's Degree
80 - No Information Available

33. EDUCATIONAL LEVEL OF THE WOMAN WITH WHOM THE PUPIL RESIDES (Parent or Female Head of Household) - the highest educational level attained by the woman with whom the pupil resides.

00 - None
01 - Grade 1
02 - Grade 2
03 - Grade 3
04 - Grade 4
05 - Grade 5
06 - Grade 6
07 - Grade 7
08 - Grade 8
09 - Grade 9
10 - Grade 10
11 - Grade 11
12 - Grade 12
13 - Grade 13 (College 1 Year)
14 - Grade 14 (College 2 Years)
15 - College 3 Years
16 - College 4 Years
60 - High School Diploma
61 - High School Equivalency
62 - Business or Clerical School Diploma or Certificate
63 - Voc-Tech 2-Year Certificate
64 - Associate of Arts Degree
65 - Other Post High School
70 - Bachelor's Degree
71 - Master's Degree
72 - Doctor's Degree
80 - No Information Available

34. EVIDENCE AND VERIFICATION OF BIRTH - the type of evidence by which the pupil's birthdate is verified.

1 - Birth Certificate
2 - Previously Verified School Record
9 - Other

35. FOLLOW-UP AFTER HIGH SCHOOL GRADUATION OR WITHDRAWAL - information concerning the employment or other activities of a former pupil after he leaves a school.

Education
00 - None
01 - Less than High School Graduation
02 - High School Graduation
03 - On-the-job Training
04 - Apprentice Program

05 - Go to School in Military Service
06 - Technical, Trade, or Business School - Two Years or Less
07 - Technical, Trade, or Business School - More than Two Years
08 - Some College - not to Graduate
09 - Complete Junior College
10 - Bachelor's Degree
11 - Beyond a Bachelor's Degree
99 - Other

Employment
0 - No Information Available
1 - Professional, Technical and Managerial Occupations
2 - Clerical and Sales Occupations
3 - Service Occupations
4 - Farming, Fishing, Forestry, and Related Occupations
5 - Processing Occupations
6 - Machine Trades Occupations
7 - Bench Work Occupations
8 - Structural Work Occupations
9 - Miscellaneous Occupations

36. FULL LEGAL NAME - the last name and any appendages such as Jr. or III, first name, and middle initial of the pupil.

37. HEARING - a measurement that indicates normal or abnormal hearing in a pupil. Record the measurement of hearing ability for each ear in decibels and the speech range due to hearing loss, along with the name of the test or instrument used, and the year the test was administered.

First Space
0 - Normal
Loss in Decibels
1 - 10
2 - 20
3 - 30
4 - 40
5 - 50
6 - 60
7 - 70
8 - 80
9 - 90 or more

Second Space
Speech Range
1 - Normal
2 - Limited

Third Space
Test Used
1 - Air Conduction Audiometer
2 - Bone Conduction Audiometer
9 - Other

Fourth and Fifth Spaces
Year the Test was Administered - enter the last two digits of the year.

38. HEIGHT - the height of the pupil expressed in inches, without shoes.

39. IDENTIFICATION NUMBER - the number assigned to the pupil that will be used for identification. The Universal Birth Number, a number assigned by the Bureau of Vital Statistics within each state, is recommended by the Pupil Subsystem Committee.

The Universal Birth Number is stamped on the birth certificate and is developed in the following manner:

A - an 11-digit identifier which is coded as follows:

000	000000	00
Area Code	Birth Registration Number	Year of Birth

B - a temporary 11-digit identifier could be developed for those state education agencies that do not have access to state-assigned Universal Birth Numbers. The following alpha-numeric system is suggested:

000	A00000	00
Area Code	Temporary Registration Number	Year of Birth

Use an alpha character for the first space of the registration number, as illustrated. The remaining five spaces should be numeric and taken from blocks of numbers assigned by the state education agency. The same format as A above is retained. Efforts to obtain the Universal Birth Number should be pursued.

Area Codes to be used in A and B:

101 - Alabama
102 - Arizona
103 - Arkansas
104 - California
105 - Colorado
106 - Connecticut
107 - Delaware
108 - District of Columbia
109 - Florida
110 - Georgia
111 - Idaho
112 - Illinois
113 - Indiana
114 - Iowa
115 - Kansas
116 - Kentucky
117 - Louisiana
118 - Maine
119 - Maryland
120 - Massachusetts
121 - Michigan
122 - Minnesota
123 - Mississippi
124 - Missouri
125 - Montana
126 - Nebraska
127 - Nevada
128 - New Hampshire
129 - New Jersey
130 - New Mexico
131 - New York
132 - North Carolina
133 - North Dakota
134 - Ohio

135 - Oklahoma
136 - Oregon
137 - Pennsylvania
138 - Rhode Island
139 - South Carolina
140 - South Dakota
141 - Tennessee
142 - Texas
143 - Utah
144 - Vermont
145 - Virginia
146 - Washington
147 - West Virginia
148 - Wisconsin
149 - Wyoming
150 - Alaska
151 - Hawaii
152 - Puerto Rico
153 - Virgin Islands
154 - Baltimore
155 - Boston
156 - New York City
157 - New Orleans
158 - Immigration & Naturalization Service, Department of Justice
159 - Passport Division, Department of State

40. MARITAL STATUS - the marital status of the pupil.

1 - Single
2 - Married, Living With Spouse
3 - Married, Separated
4 - Divorced
5 - Widowed

41. CARD NUMBER - 03

42. NAME OF THE FEMALE HEAD OF HOUSEHOLD (If Different from the Female Parent) - the last name, first name, and middle initial of the female assuming the responsibility for the family.

43. NAME OF THE FEMALE PARENT - the last name, first name, and middle initial of the female having parental or guardian responsibility for a pupil.

Control - is the female parent living?
1 - Yes
2 - No

44. CARD NUMBER - 04

45. NAME OF THE MALE HEAD OF HOUSEHOLD (If Different from the Male Parent) - the last name and any appendages such as Sr. or II, first name and middle initial of the man assuming the responsibility for the family.

46. NAME OF THE MALE PARENT - the last name and any appendages such as Sr. or II, first name, and middle initial of the man having parental or guardianship responsibility for a pupil.

Control - is the male parent living?
1 - Yes
2 - No

47. CARD NUMBER - 05

48 and 50. NAME OF SCHOOL - the complete name, number, and address of the school in which the pupil is enrolled.

This item should be coded by separating the complete name, number, and address with spaces. Example:

W E S T F A R G O H I G H S C H O O L 1 2 3 2 1 1 N O R T H H I G H S T R E E T

F A R G O N O R T H D A K O T A 5 8 1 0 2

49. CARD NUMBER - 06

51. NUMBER OF HALF DAYS ABSENT - the number of half days a pupil is absent when school is in regular session during a given reporting period.

52. NUMBER OF TIMES TARDY - the number of times a pupil is tardy during a given reporting period.

53. OCCUPATION OF THE MAN WITH WHOM THE PUPIL RESIDES (Parent or Male Head of Household) - the nature of the work usually performed by the man with whom the pupil resides and his current employment status.

Occupation
- 0 - No Information Available
- 1 - Professional, Technical, and Managerial Occupations
- 2 - Clerical and Sales Occupations
- 3 - Service Occupations
- 4 - Farming, Fishing, Forestry, and Related Occupations
- 5 - Processing Occupations
- 6 - Machine Trades Occupations
- 7 - Bench Work Occupations
- 8 - Structural Work Occupations
- 9 - Miscellaneous Occupations

Employment Status
- 0 - No Information Available
- 1 - Full Time
- 2 - Part-Time
- 3 - Unemployed
- 4 - Disabled
- 5 - Retired

54. OCCUPATION OF THE WOMAN WITH WHOM THE PUPIL RESIDES (Parent or Female Head of Household) - the nature of the work usually performed by the woman with whom the pupil resides and her current employment status.

Occupation
- 00 - No Information Available
- 01 - Professional, Technical, and Managerial Occupations

02 - Clerical and Sales Occupations
03 - Service Occupations
04 - Farming, Fishing, Forestry, and Related Occupations
05 - Processing Occupations
06 - Machine Trades Occupation
07 - Bench Work Occupations
08 - Structural Work Occupations
09 - Miscellaneous Occupations
10 - Housewife

Employment Status
0 - No Information Available
1 - Full Time
2 - Part-time
3 - Unemployed
4 - Disabled
5 - Retired

55. CARD NUMBER - 07

56. PERSON TO CALL IN CASE OF EMERGENCY - the last name, and locater information of the individual designated by the parents as the person to notify in case of emergency. Example:

S M I T H 5 1 3 E A S T C E N T R A L A V E N U E W E S T S A L E M

6 0 8 7 8 6 2 3 3 1

57. PHYSICAL EXAMINATION - a record of physical examinations administered to the pupil.

0 - No Physical Examination

School Examination
1 - School Physical Examination that Was Required
2 - School Physical Examination that Was Not Required

Nonschool Examination
3 - Nonschool Physical Examination Required
4 - Nonschool Physical Examination Not Required

Year - enter the last two digits of the most recent physical examination.

58. CARD NUMBER - 08

59. PLACE OF BIRTH - the city, county, state and zip code, and if born outside the United States, the city, province, and country in which the pupil was born. Leave a blank space between city and county, and county and state. Also, leave a blank space between city and province, and province and country where applicable. Example:

W E S T F A R G O C A S S N O R T H D A K O T A 5 8 0 7 8

60. PROMOTION OR RETENTION - information about the progress of a pupil in a full time school program or in a graded or an ungraded situation during a regular school term.

1 - Promotion
2 - Retention

61. PUPIL'S TELEPHONE NUMBER AND LOCATION - the current residence telephone number of the pupil with area code and all letters and/or digits.

Location of the Telephone
0 - No Information Available
1 - In the Home
2 - In the Same Building
3 - Neighbor's Home
4 - No Telephone Available
9 - Other

This eleven-character field should be specified with the location code left justified followed by the ten-character telephone number. Example:

1	7	0	1	6	3	3	2	7	9	0

62. CARD NUMBER - 09

63. RACE - the pupil's racial origin.

1 - American Indian
2 - Caucasian
3 - Negro
4 - Oriental
9 - Other

64. REASON FOR NOT ENTERING LOCAL PUBLIC SCHOOL - the explanation why a child or youth of compulsory attendance age or of school census age has not entered any local public school for the regular school term.

0 - No Information Available
1 - Completed School in an Approved Manner
2 - Physically Incapable
3 - Mentally Incapable
4 - Entered Private School
5 - Entered Parochial School
6 - Entered Other Public School
9 - Other

65. REASON FOR WITHDRAWAL - the reason given by the pupil for leaving school and his planned destination.

01 - New Residence, Different School
02 - New Residence, School Status Unknown
03 - Graduated from High School or Junior College
04 - Completed Other Schoolwork
05 - Physical Illness

06 - Physical Disability
07 - Mental Illness
08 - Mental Disability
09 - Behavioral Difficulty
10 - Academic Difficulty
11 - Lack of Appropriate Curriculum
12 - Poor Pupil-Staff Relationships
13 - Poor Relationships with Fellow Pupils
14 - Dislike of School Experience
15 - Parental Influence
16 - Needed at Home
17 - Economic Reasons
18 - Employment
19 - Enter Military Service
20 - Marriage
21 - Pregnancy
22 - Other Known Reasons
23 - Reason Unknown
99 - Other

66. RELATIONSHIP OF THE FEMALE HEAD OF HOUSEHOLD TO THE PUPIL - the legal relationship of the female head of household to the pupil.

0 - No Information Available
1 - Mother
2 - Other Legal Guardian
3 - Stepmother
4 - Wife
5 - Other Relative
6 - Foster Parent
7 - Self
8 - None

67. RELATIONSHIP OF THE FEMALE PARENT TO THE PUPIL - the legal relationship of the female parent to the pupil.

0 - No Information Available
1 - Mother
2 - Other Legal Guardian
3 - Stepmother
4 - Wife
5 - Other Relative
6 - Foster Parent
7 - Self
8 - None

68. RELATIONSHIP OF THE MALE HEAD OF HOUSEHOLD TO THE PUPIL - the legal relationship of the male head of household to the pupil.

0 - No Information Available
1 - Father
2 - Other Legal Guardian
3 - Stepfather
4 - Husband
5 - Other Relative
6 - Foster Parent
7 - Self
8 - None

69. RELATIONSHIP OF THE MALE PARENT TO THE PUPIL - the legal relationship of the male parent to the pupil.

0 - No Information Available
1 - Father
2 - Other Legal Guardian
3 - Stepfather
4 - Husband
5 - Other Relative
6 - Foster Parent
7 - Self
8 - None

70. RELIGION - the pupil's religious preference as indicated by the pupil or his family.

0 - No Information Available
1 - Catholic
2 - Jewish
3 - Protestant
4 - Undeclared
9 - Other

71. SPEECH - a measurement that indicates normal or abnormal speaking patterns in a pupil, also the type of impairment, the test used, and the year of the test.

First Space
0 - Normal
Impairment
1 - Articulation
2 - Cleft Palate
3 - Cerebral Palsy
4 - Stutter
5 - Stammer
6 - Voice
9 - Other

Second Space
Extent
1 - Slight
2 - Moderate
9 - Other

Third Space
Test Used
1 - Templin-Darley
2 - Locally Devised Test
9 - Other

Fourth and Fifth Spaces
Year the Test was Administered - enter the last two digits of the year.

72. TEETH - the condition of the teeth and gums of the pupil. Record the number of teeth missing, decayed, and filled.

Gum Condition
0 - Normal
1 - Fair
2 - Poor
3 - Serious
4 - Critical
5 - No Information Available

Enter this item without spaces. Example:

0 1 0 7 1 7 2

This pupil has one tooth missing (01), seven decayed (07), seventeen filled (17), and has a gum condition classified as poor (2).

73. TELEPHONE NUMBER OF THE MALE HEAD OF HOUSEHOLD AND LOCATION (If Different from the Pupil's and Male Parent's) - the current residence telephone number of the male head of household.

Location of the Telephone
- 0 - No Information Available
- 1 - In the Home
- 2 - In the Same Building
- 3 - Neighbor's Home
- 4 - No Telephone Available
- 9 - Other

74. TELEPHONE NUMBER OF THE MALE PARENT OR LEGAL MALE GUARDIAN AND LOCATION (If Different from the Pupil's) - the current residence telephone number of the male parent or legal male guardian.

Location of the Telephone
- 0 - No Information Available
- 1 - In the Home
- 2 - In the Same Building
- 3 - Neighbor's Home
- 4 - No Telephone Available
- 9 - Other

75. VISION - a measurement that indicates normal or abnormal vision in a pupil.

Record the measurement of **visual ability** uncorrected and corrected with eyeglasses, along with the **name of the** vision test and the year of the test.

First Space

Uncorrected Vision
- 0 - 20/20 (normal)
- 1 - 20/30
- 2 - 20/40
- 3 - 20/50
- 4 - 20/60
- 5 - 20/70
- 6 - 20/80
- 7 - 20/90
- 8 - 20/100
- 9 - More Severe than 20/100

Second Space

Corrected Vision
- 0 - 20/20 Normal
- 1 - 20/30
- 2 - 20/40
- 3 - 20/50
- 4 - 20/60
- 5 - 20/70
- 6 - 20/80
- 7 - 20/90
- 8 - 20/100
- 9 - Less than 20/100

Third Space

Test Used
- 0 - No Information Available
- 1 - Snellen Illiterate "E"
- 2 - Snellen Alphabetic
- 3 - Titinus Optical School Vision Tester
- 9 - Other

Fourth and Fifth Spaces

Year the test was administered - enter the last two digits of the year.

76. WEIGHT - the weight of the pupil without shoes, expressed in pounds.

77. CARD NUMBER - 10

78 and 80. RESIDENCE OF THE FEMALE PARENT (If Different from the Pupil's) - the current residence of the pupil's female parent.

Enter this item with spaces as indicated. Example:

A P T 5 G M O O R H O T E L 1 4 4 A W E S T H I G H S T R E E T

W E S T F A R G O N O R T H D A K O T A 5 8 0 7 8

79. CARD NUMBER - 11

81. CARD NUMBER - 12

82 and 84. RESIDENCE OF THE MALE PARENT (If Different from the Pupil's) - the current residence of the pupil's male parent.

83. CARD NUMBER - 13

85. CARD NUMBER - 14

86 and 88. RESIDENCE OF THE PUPIL - the current residence address of the pupil, including whenever applicable, the number of the house or hotel name and number, or apartment name and apartment number. Also include the name of the street, trailer park, city, zip code, county, or RFD, and state.

Enter this item with spaces as indicated in RESIDENCE OF FEMALE PARENT.

87. CARD NUMBER - 15

89. CARD NUMBER - 16

90 and 92. SCHOOL FROM WHICH INCOMING PUPIL IS RECEIVED - the complete name, number, and address of the school from which an incoming pupil is received.

91. CARD NUMBER - 17

93. RECORD TYPE - 505

94. RECORD CODE - 03

95. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of adults living in the household.

96. ADULT LIVING IN THE HOUSEHOLD (21 Years or Older) - the name (last name, first name, and middle initial) of an adult living in the household, other than parents, heads of household, or brothers and sisters.

97. BIRTHDATE - the birthdate (year, month, and day) of an adult living in the household, other than parents, heads of household, or brothers and sisters.

98. RELATIONSHIP CODE - the relationship of an adult living in the household, other than parents, heads of household, or brothers and sisters.

1 - Aunt
2 - Uncle
3 - Niece
4 - Nephew
5 - Cousin
6 - Grandmother
7 - Grandfather
8 - No Relation
9 - Other

99. RECORD TYPE - 506

100. RECORD CODE - 04

101. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of brothers and sisters living in the household.

102. BROTHER/SISTER LIVING IN HOUSEHOLD - the names (first name and middle initial) of brothers and sisters living in the same household as the pupil.

103. BIRTHDATE - the birthdate (year, month, and day) of the brothers and sisters living in the same household as the pupil.

104. RELATIONSHIP CODE - the relationships of brothers and sisters living in the same household as the pupil, as coded below:

1 - Brother
2 - Sister
3 - Half Brother
4 - Half Sister
5 - Step Brother
6 - Step Sister

105. RECORD TYPE - 507

106. RECORD CODE - 05

107. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of local course and section numbers.

108 and 109. COURSE INFORMATION - the local course number and section number given to the individual courses in which a pupil is enrolled.

110. MARK OF COURSE PERFORMANCE - any final mark or report received by the pupil for a course or for a portion of subject matter. If a percentage grade is used, convert to the appropriate letter grade. Codes are listed on the following page.

0 - No Grade
1 - A
2 - B
3 - C
4 - D
5 - F
6 - Unsatisfactory
7 - Satisfactory
8 - Incomplete
9 - Withdrawal

111. CREDIT INFORMATION - the credit or credits, expressed in Carnegie Units or their equivalent, to be reported in whole or decimal fractions to the nearest hundredth. If credit units are inappropriate to be given, as in an elementary school, this item should be reported as zeros in all spaces.

112. RECORD TYPE - 508

113. RECORD CODE - 06

114. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of diseases or illness of the pupil..

115. DISEASE AND ILLNESS - a record of each disease or physical illness contracted which might or does affect the pupil's school performance.

00 - None
01 - Measles
02 - Pneumonia
03 - Chicken Pox
04 - Tuberculosis
05 - Polio
06 - Rheumatic Fever
07 - Diphtheria
08 - Whooping Cough
09 - Mumps
98 - No Information Available
99 - Other

116. EXTENT OF DISEASE OR ILLNESS

1 - Slight
2 - Moderate
3 - Severe

117. DATE - enter the year and month the disease or illness was contracted.

118. RECORD TYPE - 509

119. RECORD CODE - 07

120. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of pupils eligible for federal assistance.

121. ELIGIBLE FOR FEDERAL ASSISTANCE - information necessary to establish the eligibility of the local school system to receive federal assistance.

400 - Revenue from Federal Sources
410 - Vocational Education
411 - Agriculture
412 - Distributive Education

413 - Health Occupation Education
414 - Home Economics
415 - Office Education
416 - Technical Education
417 - Trades and Industrial Education
418 - Practical Nurse Training P.L. 84-911
419 - Area Vocational Education P.L. 85-864, Title VIII
420 - Vocational Education Act 1963 P.L. 88-210
421 - Manpower Development Training Act 1963 (Indian Vocational Training) P.L. 88-214
422 - Manpower Development Training Act 1962 (Training Programs) P.L. 88-214
423 - Public Health Training (Traineeships) P.L. 88-498
424 - Public Health Service Act (Nurses Training) Title VIII
425 - Welfare Education Program (ADC) P.L. 87-543
426 - Vocational Rehabilitation P.L. 66-236

430 - Educational Opportunity Act 1964 P.L. 88-452
431 - Title I B (Neighborhood Youth Corps)
432 - Title II A (Community Action Programs - Basic Adult Education)
433 - Title II A and III B (Special Poverty Programs)

440 - Elementary and Secondary Education Act P.L. 89-10
441 - Title I (Educationally Deprived)
442 - Title II (Library)
443 - Title III (Supplementary Education)
444 - Title VI (Special Education)

460 - Miscellaneous
464 - Johnson-O'Malley Act P.L. 73-167
465 - Adult Education (Indian Program) P.L. 67-85
469 - Construction/Federally Impacted Area P.L. 81-815
470 - Maintenance and Operation/Federally Impacted Areas P.L. 81-8[illegible]
472 - Immigration and Nationality Act (Citizenship Training) P.L. 8[illegible]
473 - Juvenile Delinquency and Youth Offenses Control Act of 1961 P.L. 87-274
474 - Migrant Health Act 1962 P.L. 87-692
480 - Teaching Materials for the Blind 20 USC 101-105
482 - Area Redevelopment Act P.L. 87-27
483 - Civil Defense Adult Education

490 - Other
491 - Federal Reimbursement

122. RECORD TYPE - 510

123. RECORD CODE - 08

124. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of pupils eligible to receive welfare.

125. ELIGIBLE FOR WELFARE - information as to whether a pupil is receiving a portion of his support via some welfare program.

00 - None
01 - No Information Available
02 - Local Government
03 - County Government
04 - State Government
05 - Federal Government
06 - Private Institution
07 - Private Individual
09 - Other, Specify

126. RECORD TYPE - 511

127. RECORD CODE - 09

128. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of immunizations.

129. IMMUNIZATION RECORD - a record of each immunization or immunity test and the date of administration to the pupil.

0 - None
1 - Smallpox
2 - Diphtheria
3 - Whooping Cough
4 - Polio
5 - Measles
6 - Schick Test
7 - TB Test
8 - Tetanus
9 - Other, specify

130. DATE - enter the last two digits of the year the immunization was administered.

131. RECORD TYPE - 512

132. RECORD CODE - 10

133. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of languages that are spoken in the pupil's home.

134. LANGUAGE - the language or languages spoken in the pupil's home.

01 - English
02 - American Indian
03 - Chinese
04 - Finnish
05 - French
06 - German
07 - Greek
08 - Hebrew
09 - Italian
10 - Japanese
11 - Norwegian
12 - Polish
13 - Russian
14 - Spanish
15 - Swedish
99 - Other

135. RECORD TYPE - 513

136. RECORD CODE - 11

137. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of restrictions upon a pupil's activity.

138. RESTRICTION

1 - No Physical Education
2 - No Shop Classes
3 - No Laboratory Classes
4 - No Climbing Stairs
5 - Seat at Front of the Room
9 - Other

139. DURATION OF THE RESTRICTION

1 - One Month
2 - One Quarter
3 - One Semester
4 - One Year
5 - Indefinite
6 - Permanent
9 - Other

140. PERSON MAKING THE RECOMMENDATION

1 - Physician
2 - Nurse
3 - Dentist
4 - Other Health Official
5 - Mental Health Worker
6 - Psychologist
7 - Social Worker
8 - School Administrator
9 - Other

141. DATE - enter the year and month of the recommendation.

142. RECORD TYPE - 514

143. RECORD CODE - 12

144. DETAIL NUMBER - a consecutive line number assigned to each nonschool activity or job held (whether performed during the school year or during vacations).

145. EMPLOYMENT - enter a job title if the pupil is employed at a job other than as part of a family endeavor.

146. NONSCHOOL PERFORMANCE - information concerning activities performed outside the school.

000 - None
001 - No Information Available
101 - Art Club
108 - 4-H Club
110 - Future Business Leaders of America
111 - Future Farmers of America
112 - Future Homemakers of America
117 - Junior Achievement, Inc.
120 - Music Club
124 - Photography Club
133 - Young Farmers Assoc.
201 - Aquatics
202 - Archery
204 - Baseball
205 - Basketball
206 - Bowling

210 - Football
212 - Golf
214 - Riflery
215 - Snowskiing
216 - Soccer
217 - Softball
218 - Tennis
219 - Track and Field
220 - Twirlers
221 - Volleyball
222 - Wrestling
299 - Other Athletic and Sport Cocurricular Activities
301 - Combo
302 - Concert Band
303 - Dance Band
304 - Drum & Bugle Corps
305 - Marching Band
306 - Pep Band
307 - Choir
308 - Chorus
309 - Instrumental Ensemble
310 - Voice Ensemble
311 - Glee Club
312 - Music Production
313 - Orchestra
399 - Other Music Cocurricular Activities
501 - Boy Scouts of America
502 - Camp Fire Girls
503 - Creative Dance
504 - Cub Scouts
505 - Folk Music Club
506 - Girls Recreation Ass'n.
507 - Girl Scouts of the USA
508 - Hi-Y
509 - Hobby Club
510 - Junior Hi-Y
511 - Junior Tri-Hi-Y
512 - Stamp Club
513 - Tri-Hi-Y
514 - YMCA
515 - Y-Teens
516 - YWCA
599 - Other Social Cocurricular Activities

147. YEARS - enter the last two digits of the year or years during which the pupil was employed or involved with the activity reported.

148. HONORS - enter one or more of the following:

00 - None
01 - President
02 - Vice President
03 - Secretary
04 - Treasurer
05 - Secretary/Treasurer
06 - Sergeant at Arms
07 - Historian
08 - State Honors
09 - National Honors
10 - Team Captain
11 - All Conference Honors
99 - Other

149. RECORD TYPE - 515

150. RECORD CODE - 13

151. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of other children living in the household.

152. NAME OF OTHER CHILDREN LIVING IN THE HOUSEHOLD - last name, first name, and middle initial of children in the household other than brothers and sisters.

153. BIRTHDATE - year, month, and day.

154. RELATIONSHIP CODE - relationship of children, other than brothers and sisters, living in the same household as the pupil.

1 - Aunt
2 - Uncle
3 - Niece
4 - Nephew
5 - Cousin
6 - Foster Child
7 - No Relation
9 - Other

155. RECORD TYPE - 516

156. RECORD CODE - 14

157. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the nature and degree of physical impairment which might or does affect the pupil's normal progress in the usual school program.

158. NATURE OF IMPAIRMENT

01 - Asthma
02 - Epilepsy
03 - Cerebral Palsy
04 - Diabetes
05 - Allergy
05 - Heart Condition
07 - Crippled
08 - Physical Development
09 - Hernia
99 - Other

159. EXTENT OF IMPAIRMENT

1 - Slight
2 - Moderate
3 - Severe

160. RECORD TYPE - 517

161. RECORD CODE - 15

162. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate information about instances in which the pupil was referred to a person or agency for assistance or guidance.

163. PUPIL REFERRED BY

00 - Does Not Apply

School Personnel
01 - Self
02 - Teacher
03 - Counselor
04 - Principal
05 - Other School Administrator
06 - Social Worker
07 - Visiting Teacher
08 - Attendance Officer
09 - Mental Health Worker
10 - Psychologist
11 - Psychiatrist
12 - County Level Supervisor or Administrator
13 - State Level Supervisor

14 - Nurse
15 - Physician
16 - Dentist
17 - Other Health Worker
19 - Other

Nonschool Personnel
20 - Parent
21 - Other Relative
22 - Foster Parent
23 - Legal Guardian
24 - Counselor
25 - Social Worker
26 - Welfare Official
27 - Police Official
28 - Court Official
29 - Mental Health Worker
30 - Psychologist
31 - Psychiatrist
32 - Nurse
33 - Physician
34 - Dentist
35 - Other Health Worker
36 - Employer or Related Personnel
37 - Community Agency
38 - Vocational Rehabilitation
99 - Other

164. PUPIL REFERRED TO

00 - Does Not Apply

School Personnel
01 - Teacher
02 - Counselor
03 - Principal
04 - Other School Administrator
05 - Social Worker
06 - Visiting Teacher
07 - Attendance Officer
08 - Mental Health Worker
09 - Psychologist
10 - Psychiatrist
11 - County Level Supervisor or Administrator
12 - State Level Supervisor
13 - Nurse
14 - Physician
15 - Dentist
16 - Other Health Worker
19 - Other

Nonschool Personnel
20 - Parent
21 - Other Relative
22 - Foster Parent
23 - Legal Guardian
24 - Counselor
25 - Social Worker
26 - Welfare Official
27 - Police Official
28 - Court Official
29 - Mental Health Worker
30 - Psychologist
31 - Psychiatrist
32 - Nurse
33 - Physician
34 - Dentist
35 - Other Health Worker
36 - Employer or Related Personnel
37 - Community Agency
38 - Vocational Rehabilitation
99 - Other

165. DATE - enter the year, month, and day the referral was made.

166. RECORD TYPE - 518

167. RECORD CODE - 16

168. DETAIL NUMBER - a consecutive line number assigned to each cocurricular activity.

169. SCHOOL ACTIVITIES (Cocurricular) - information about participation in noncourse activities under the direction of a school.

Cocurricular Activities

000 - None
101 - Art Club
102 - Biology Club
103 - Boys Nation
104 - Debate Club
105 - Distributive Education Clubs of America
106 - Dramatics Club
107 - Family Living Club
108 - 4-H Club
109 - Foreign Language Club
110 - Future Business Leaders of America
111 - Future Farmers of America
112 - Future Homemakers of America
113 - Future Teachers of America
114 - Girls Nation
115 - International Relations Club
116 - Journalism Club
117 - Junior Achievement, Inc.
118 - Literary Club
119 - Mathematics
120 - Music Club
121 - National Honor Society (NEA)
122 - National Junior Honor Society (NEA)
123 - National Thespian Society
124 - Photography Club
125 - Quill and Scroll
126 - Science Club
127 - Science Fair, International
128 - Social Studies Club
129 - Speech Club
130 - Student Nurses Ass'n.
131 - Trades and Industrial Education Club
132 - Voice of Democracy
133 - Young Farmers Ass'n.
199 - Other Academic Cocurricular Activities
201 - Aquatics (includes swimming)
202 - Archery
203 - Badminton
204 - Baseball
205 - Basketball
206 - Bowling
207 - Cheerleading
208 - Cross Country
209 - Field Hockey
210 - Football
211 - Girls Athletic Association
212 - Golf
213 - Gymnastics
214 - Riflery
215 - Snowskiing
216 - Soccer
217 - Softball
218 - Tennis
219 - Track and Field
220 - Twirlers
221 - Volleyball
222 - Wrestling
229 - Other Athletic and Sport Cocurricular Activities
301 - Combo
302 - Concert Band
303 - Dance Band
304 - Drum and Bugle Corps
305 - Marching Band
306 - Pep Band
307 - Choir
308 - Chorus
309 - Instrumental Ensemble
310 - Voice Ensemble
311 - Glee Club
312 - Music Production
313 - Orchestra
399 - Other Music Cocurricular Activities
401 - Audiovisual Assistant
402 - Class Officer
403 - Film Projectionist

402 - Class Officer
403 - Film Projectionist
404 - Laboratory Assistant
405 - Library Assistant
406 - National Junior Red Cross
407 - National Student Traffic Safety Program
408 - Office Assistant
409 - Poster and Display Club
410 - School Newspaper Photographer
411 - School Safety Patrol
412 - School Service Club
413 - Student Council, National Association of
414 - Student Union and/or Student Activity Center
499 - Other School and/or Public Service Cocurricular Activities

501 - Boy Scouts of America
502 - Camp Fire Girls
503 - Creative Dance
504 - Cub Scouts
505 - Folk Music Club
506 - Girls' Recreation Ass'n.
507 - Girl Scouts of the USA
508 - Hi-Y
509 - Hobby Club
510 - Junior Hi-Y
511 - Junior Tri-Hi-Y
512 - Stamp Club
513 - Tri-Hi-Y
514 - YMCA
515 - Y-Teens
516 - YWCA
599 - Other Social Cocurricular Activities

170. YEARS - enter the last two digits of the year or years during which the pupil was involved with the activity reported.

171. HONORS - enter one or more of the following:

00 - None
01 - President
02 - Vice President
03 - Secretary
04 - Treasurer
05 - Secretary/Treasurer
06 - Sergeant at Arms
07 - Historian
08 - State Honors
09 - National Honors
10 - Team Captain
11 - All Conference Honors
99 - Other

172. RECORD TYPE - 519

173. RECORD CODE - 17

174. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate information about each standardized test, subtest, and/or inventory taken by the pupil.

175. TEST IDENTIFICATION

Achievement Batteries
101 - American College Test
102 - American School Achievement Test
103 - California Achievement Tests
104 - California Basic Skills Test
105 - CEEB Achievement Tests
106 - Cooperative Primary Tests
107 - Coordinated Scales of Attainment

108 - Essential High School Content Battery
109 - Gray-Votaw-Rogers General Achievement Tests
110 - High School Placement Tests
111 - Iowa Tests of Basic Skills
112 - Iowa Tests of Educational Development
113 - Metropolitan Achievement Tests
114 - National Educational Development Test
115 - National Merit Scholarship Qualifying Test
116 - Public School Achievement Test
117 - Public School Attainment Tests for High School Entrance
118 - SRA Achievement Series
119 - SRA High School Placement Test
120 - Sequential Tests of Educational Progress (STEP)
121 - Stanford Achievement Test
122 - Test of Academic Progress
123 - Wide Range Achievement Test
199 - Other

Scholastic Aptitude (Intelligence)

201 - American Council on Education Psychological
202 - American School Intelligence Test
203 - Arthur Point Scale
204 - California Short-Form Test of Mental Maturity
205 - California Test of Mental Maturity
206 - CEEB Preliminary Scholastic Aptitude Tests (PSAT)
207 - CEEB Scholastic Aptitude Test (SAT)
208 - Goodenough-Harris Drawing Test
209 - Henmon-Nelson Test of Mental Ability
210 - Kuhlmann-Anderson Intelligence Test
211 - Lorge-Thorndike Intelligence Tests
212 - Otis Group Intelligence Scale
213 - Otis Quick-Scoring Mental Ability Tests
214 - Peabody Picture Vocabulary Test
215 - Pitner General Ability
216 - SRA Tests of Educational Ability (TEA)
217 - SRA Tests of General Ability (TOGA)
218 - School and College Ability Test (SCAT)
219 - Stanford-Binet
220 - Survey of Mental Maturity; California Survey Series
221 - Terman-McNemar Test of Mental Ability
222 - Wechsler Intelligence Scale for Children (WISC)
223 - Wechsler Adult Intelligence Scale (WAIS)
299 - Other

Single Subject Achievement

301 - Barrett-Ryan English Test
302 - Basic Skills in Arithmetic Form A
303 - Basic Skills in Arithmetic Form B
304 - Before We Read
305 - Silent Reading Diagnostic Tests: Developmental Reading Tests
306 - California Algebra Aptitude
307 - California Reading Test
308 - California Survey in Reading
309 - Cooperative Algebra Test
310 - Cooperative Chemistry Achievement
311 - Cooperative English Test
312 - Cooperative Plane Geometry Test

313 - Cooperative Science Test
314 - Cooperative Solid Geometry Test
315 - Cooperative Trigonometry
316 - Crary American History Test
317 - Betty Crocker Test
318 - Developmental Reading Test
319 - Durrell-Sullivan Reading Capacity & Achievement
320 - Gates Basic Reading Test
321 - Gates-McKillop Reading Test
322 - Gates Primary Reading Test
323 - General Reading Test
324 - Ginn Pre-Reading Test
325 - Ginn Achievement Test
326 - Gray-Oral Reading Test
327 - Green-Kelly Reading Test
328 - Iowa Algebra Prognostic Test
329 - Iowa Silent Reading Test
330 - Lee-Clark Reading Test
331 - Lee Test of Geometric Aptitude
332 - Metropolitan Readiness Test
333 - Metropolitan Reading Test
334 - Nelson Biology Test
335 - Nelson-Denny Reading Test
336 - Nelson-Lohman Reading Test
337 - Orleans Algebra Prognosis
338 - Orleans Geometry Prognosis
339 - Purdue English Test
340 - SRA-Diagnostic Reading Test
341 - Scott-Foresman Reading Readiness
342 - Scott-Foresman Reading Test
343 - Shaycroft Plane Geometry Test
344 - Survey of Reading Achievement
345 - Traxler Silent Reading
399 - Other

Multifactor Aptitude Battery

401 - Differential Aptitude Test Battery (DAT)
402 - Flanigan Aptitude Classification Test
403 - General Aptitude Test Battery (GATB)
404 - Jostak
405 - SRA Primary Mental Abilities
499 - Other

Personality

601 - Anecdotal Records
602 - Assessment of Pupil Attitudes or Opinions
603 - Assessment of Project Teacher Attitudes or Opinions
604 - Assessment of Nonproject Teacher Attitudes or Opinions
605 - Interviews
606 - Locally Devised Achievement Measures
607 - Observer Rating
608 - Parental Opinion Questionnaire
609 - Preschool Measures
699 - Other

Miscellaneous

701 - Frostig Developmental Test of Visual Perception
799 - Other

176. PUBLISHER

01 - American College Testing Program, Incorporated
02 - American Guidance Services, Incorporated
03 - American Orthopsychiatric Association
04 - Association Press
05 - Bobbs-Merrill Company, Incorporated
06 - California Test Bureau
07 - Columbia University
08 - Consulting Psychologists Press, Incorporated
09 - Education Testing Service
10 - Educators and Employers Tests and Services Association
11 - Ginn and Company

12 - Harcourt, Brace & World
13 - Houghton-Mifflin
14 - Lyons and Carnahan
15 - Minneapolis Educational Test Bureau
16 - Personnel Press, Incorporated
17 - Psychological Corporation
18 - Public School Publishing Company
19 - Science Research Associates, Incorporated
20 - Scott-Foresman
21 - The Steck Company
22 - U.S. Employment Security Commission
23 - State Devised Test
24 - Locally Devised Test
99 - Other

177. YEAR OF COPYRIGHT - enter the last two digits of the year of the copyright. 1962 should be entered as 62.

178. TITLE OF TEST ADMINISTRATOR

School Personnel
01 - Teacher
02 - School Counselor
03 - Administrator
04 - School Psychologist
05 - Psychometrist
06 - County School Official
07 - State School Official
09 - Other

Nonschool Personnel
10 - Psychologist
11 - Psychiatrist
12 - Mental Health Worker
13 - Guidance Clinic Personnel
14 - Social Worker
15 - State Employment Agency Personnel
16 - Vocational Rehabilitation Personnel
99 - Other

179. NORM GROUP

First Digit
1 - National
2 - Regional
3 - State
4 - County
5 - District
6 - School
9 - Other

Second Digit
0 - Does Not Apply
1 - Sex
2 - Age
9 - Other

180. TYPE OF CONVERSION SCORE

0 - Does Not Apply (Raw Score)
1 - Percentile Band
2 - Percentile
3 - Stanine
4 - Standard Score
5 - Grade Equivalent
6 - Age Equivalent
7 - I.Q.
8 - Mental Age
9 - Other

181. LEVEL OF TEST

1 - Primary
2 - Intermediate
3 - Upper Elementary
4 - Elementary
5 - Junior High School
6 - Secondary
7 - Adult
9 - Other

182. TEST FORM - enter the form (number and/or letters) of the test. Left justify this number.

000 - Does Not Apply

183. DATE ADMINISTERED - enter the year and month.

184. SCORES - enter the test score or scores.

185. RECORD TYPE - 520

186. RECORD CODE - 18

187. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate a record of surgery undergone and/or injuries sustained which might or does affect the pupil's school performance.

188. SURGERY

00 - None
01 - Tonsillectomy
02 - Appendectomy
03 - Heart
04 - Thoracic
05 - Brain
06 - Eye
07 - Ear
08 - Oral
09 - Organic
10 - Muscular
99 - Other

189. DATE - year and month in which the surgery occurred.

190. INJURIES

00 - None
01 - Broken Bones
02 - Loss of Limb
03 - Loss of Eye
04 - Loss of Hearing
05 - Loss of Teeth
06 - Dislocation of Joint
07 - Burn
08 - Muscular
09 - Internal
98 - No Information Available
99 - Other

191. DATE - year and month in which the injury occurred.

FILE LAYOUT - PUPILS

1	2	3	4	5	6	7	8	9	10	11
Record Type	County Code	District Code	Organization Code	Internal Pupil Sequence Number	Record Code	Card Number	Sex	Grade Entered	Type of Entry or Reentry	Withdrawal
5 0 3					0 1	0 1				
1 3	4 6	7 10	11 13	14 18	19 20	21 22	23	24 25	26 28	29 30

12	13	14	15	16	17	18	19
Transportation Status of the Pupil	Res. Crit.	Tuit. Stat.	Number of Half Days Membership	Number of Half Days Present	Educ. & Voc. Interest	Type of Class	Type of Pupil
31 35	36	37	38 40	41 43	44 46	47	48 49

20	21	22
Record Type	Record Code	Card Number
5 0 4	0 2	0 1
1 3	19 20	21 22

23	24	25	26	27
Age Group	Any Other Name: Last Name / First Name / MI	Area Spec. & Course Emphasis	Business Telephone of Head of Household	Business Telephone of Male Parent or Guardian
23	24 39 / 40 47 / 48	49 51	52 61	62 71

28	29	30	31	32	33	34	35
Citz. Stat.	Course Load and Time Status	Card Number	Date of Birt.: Year / Month / Day	Educ. Level Man	Educ. Level Woman	Evid. Verf. Birth	Follow-up H.S. Grad., Withdrawal
		0 2					
72	73 75	21 22	23 28	29 30	31 32	33	34 36

36

Legal Name of the Pupil		
Last Name	First Name	MI
37 – 52	53 – 60	61

37

Hearing
62 – 66

38

Height
67 – 68

39

Pupil Identification Number
69 – 79

40

Marital Stat.
80

41

Card Number
0 3
21 – 22

42

Name of the Female Head of Household (If Different Than Parent)		
Last Name	First Name	MI
23 – 38	39 – 46	47

43

Name of the Female Parent			
Last Name	First Name	MI	Living
48 – 63	64 – 71	72	73

44

Card Number
0 4
21 – 22

45

Name of the Male Head of Household (If Different Than Parent)		
Last Name	First Name	MI
23 – 38	39 – 46	47

46

Name of the Male Parent			
Last Name	First Name	MI	Living
48 – 63	64 – 71	72	73

47

Card Number
0 5
21 – 22

48

Name of the School in Which the Pupil is Enrolled
23 – 75

1986

FILE LAYOUT - PUPILS (cont.)

49	50	51	52	53	54
Card Number (0 6)	Name of School (continued)	Number of Half Days Absent	Number of Times Tardy	Occ. of Man, Pup. Resides	Occ. of Woman, Pupil Res.
21 22	23 32	33 35	36 38	39 40	41 43

55	56	57
Card Number (0 7)	Person to Call in Case of Emergency	Physical Examination
21 22	23 72	73 75

58	59	60	61
Card Number (0 8)	Place of Birth	Promote or Retain	Pupil's Telephone Number and Location
21 22	23 67	68	69 79

62	63	64	65	66	67	68	69	70	71	72	73
Card Number (0 9)	Race	Non-entry	Reason For Withdr.	Rel. Fem. HOH	Par-ent	Rel. Male HOH	Par-ent	Reli-gion	Speech	Teeth	Telephone Number of Male Head of Household
21 22	23	24	25 26	27	28	29	30	31	32 36	37 43	44 54

74

Telephone Number of Male Parent
55 – 65

75

Vision
66 – 2

76

Weight
3 – 75

77

Card Number
1 0
21 – 22

78

Residence of Female Parent If Different From the Pupil's
23 – 78

79

Card Number
1 1
21 – 22

80

Residence of the Female Parent (continued)
23 – 46

81

Card Number
1 2
21 – 22

82

Residence of the Male Parent If Different From the Pupil's
23 – 80

83

Card Number
1 3

21 22

84

Residence of the Male Parent (continued)

23 44

85

Card Number
1 4

21 22

86

Residence of the Pupil

23 80

87

Card Number
1 5

21 22

88

Residence of the Pupil (continued)

23 44

89

Card Number
1 6

21 22

90

School From Which Incoming Pupil is Received

23 80

91

Card Number
1 7

21 22

92

School From Which Income Pupil is Received (continued)

23 27

93

Record Type
5 0 5

1 3

94

Record Code
0 3

19 20

95

Detail Number

21 22

96

Adult Living in the Household		
Last Name	First Name	MI

23 39 40 46 47

97

Birthdate		
Year	Month	Day

48 53

98

Rela. Code

54

99

Record
5 0 6

1 3

100

Record Code
0 4

19 20

101

Detail Number

21 22

102

Brother, Sister Living in Household	
First Name	MI

23 32

103

Birthdate		
Year	Mo.	Day

33 35

104

Rela Code

36

105

Record Type
5 0 7

1 3

106

Record Code
0 5

19 20

107

Detail Number

21 22

108

Local Course Number

23 25

109

Section Number

26 27

110

Mark Co. Typerf.

28

111

Credit Information

29 31

112

Record Type
5 0 8

1 3

113

Record Code
0 6

19 20

114

Detail Number

21 22

115

Disease & Ill. Code

23 24

116

Ext. Code

25

117

Date Contracted	
Year	Month

26 29

118

Record Type
5 0 9

1 3

119

Record Code
0 7

19 20

120

Detail Number

21 22

121

Eligible for Fed. Asst.

23 25

122

Record Type
5 1 0

1 3

123

Record Code
0 8

19 20

124

Detail Number

21 22

125

Elig. for Welf.

23 24

1 1 1 - - - - -
1 1 1 1

FILE LAYOUT - PUPILS (cont.)

126

Record Type
5 1 1

1 3

127

Record Code
0 9

19 20

128

Detail Number

21 22

129

Imm. Code

23

130

Year

24 25

131

Record Type
5 1 2

1 3

132

Record Code
1 0

19 20

133

Detail Number

21 22

134

Lan-guage

23 24

135

Record Type
5 1 3

1 3

136

Record Code
1 1

19 20

137

Detail Number

21 22

138

Rstn. Code

23

139

Dura-tion Code

24

140

Rec. Code

.5

141

Date	
Year	Month

26 29

142

Record Type
5 1 4

1 3

143

Record Code
1 2

19 20

144

Detail Number

21 22

191

185

145

Employment

23 37

146

Activity

38

147

Years			
1st	2nd	3rd	4th

148

Honors			
1st	2nd	3rd	4th

56

149

Record Type
5 1 5

1 3

150

Record Code
1 3

19 20

151

Detail Number

21 22

152

Name of Other Children Living in Household		
Last Name	First Name	MI

23 47

153

Birthdate		
Year	Month	Day

154

Rela. Code

155

Record Type
5 1 6

1 3

156

Record Code
1 4

19 20

157

Detail Number

21 22

158

Nature of Impair.

23 24

159

Ext. of Imp.

25

160

Record Type
5 1 7

1 3

161

Record Code
1 5

19 20

162

Detail Number

21 22

163

Pupil Referred By

23 24

164

Pupil Referred To

25 26

165

Date		
Year	Month	Day

27 32

166

Record Type
5 1 8

1 3

167

Record Code
1 6

19 20

168

Detail Number

21 22

169

In School Activity

23 25

170

Years			
1st	2nd	3rd	4th

26 33

171

Honors			
1st	2nd	3rd	4th

34 41

172

Record Type
5 1 9

1 3

173

Record Code
1 7

19 20

174

Detail Number

21 22

175

Test Identification

23 25

176

Publisher

26 27

177

Year of Copyright

28 29

178

Admin. Code

30 31

179

Norm Group

32 33

180

Type Conv. Score

34

181

Lev. of Test

35

182

Test Form

36 38

183

Date Administered	
Year	Month

39 42

184

Scores				
1st	2nd	3rd	4th	5th

43 52

185

Record Type
5 2 0

1 3

186

Record Code
1 8

19 20

187

Detail Number

21 22

188

Surgery

23 24

189

Date	
Year	Month

25 28

190

Injury

29 30

191

Date	
Year	Month

31 34